

CHAPTER 12

Relocation Assistance and Land Acquisition Policies

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## CHAPTER 12

### RELOCATION ASSISTANCE AND LAND ACQUISITION POLICIES

#### 1. PURPOSE AND SCOPE.

This Chapter provides implementation of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and for guidelines included in Federal Management Circular 74-8 of 4 October 1974. The scope of this Chapter applies to all Department of the Navy programs or projects which involve the acquisition of real property or the displacement of people, businesses, or farm operations.

#### 2. REFERENCES.

- (a) Public Law 91-646 of 1970
- (b) Executive Order 11717 of 9 May 1973
- (c) GSA Federal Management Circular 74-8 of 4 Oct 1974
- (d) Civil Rights Act of 1964, Title VI
- (e) Civil Rights Act of 1968, Title VIII
- (f) Federal Property Management Regulations (FPMR)

#### 3. DEFINITIONS.

A list of the terms and definitions therefor as used in this Chapter is attached hereto as Appendix "A".

#### 4. POLICY.

The policies of the Department of the Navy are based on provisions of reference (a) as follows:

a. Relocation Assistance. Whenever the acquisition of real property results in the displacement of persons, specific relocation services and payments to aid such persons shall be made. Services and payment within the scope of reference (a) shall be provided in a uniform, fair, and equitable manner to assure that persons displaced by Navy acquisitions do not suffer disproportionate economic losses as a result of projects intended for the benefit of the public as a whole.

b. Real Property Acquisition. The acquisition of real property required by the Department of the Navy will be consummated in such manner that will:

- (1) Assure consistent treatment of property owners affected by the various Department of the Navy land acquisition programs;
- (2) Promote the acquisition of properties by negotiation rather than condemnation; and
- (3) Build public confidence in Department of the Navy land acquisition programs.

3. RESPONSIBILITY.

Since the provisions of reference (a) are applicable to all Department of the Navy land acquisition programs, it is the responsibility of each Engineering Field Division (EFD) to assure that all essential provisions of the Act are known and adhered to. The following will provide a general listing of provisions and requirements of reference (a) as implemented by references (b) and (c):

a. A written notice of displacement be given to each individual, family, business, or farm operation to be displaced. The notice shall be served personally or by certified (or registered) first-class mail;

b. In order to qualify for benefits under Title II of the Act as a displaced person, either of two conditions must be fulfilled.

(1) The person must have moved (or moved his personal property) as a result of the receipt of a written notice to vacate which may have been given before or after initiation of negotiations for acquisition of the property as prescribed by regulations issued by the head of the Federal agency (When negotiations are initiated prior to issuance of a written notice, all persons contacted by the negotiating agency should be advised that the benefits of the Act are available only when the person moves subsequent to receipt of a written notice.); or

(2) The subject real property must in fact have been acquired, and the person must have moved as a result of its acquisition (except in those instances covered by sections 217 and 219 of reference (a));

c. Certain of the benefits provided by Title II of the Act are available as follows:

(1) Whenever the acquisition of, or notice to move from, real property used for a business or farm operation causes any person to move from other real property used for his dwelling or to move his personal property from such other real property, such person may receive the benefits provided by sections 202(a) and (b) and 205 of reference (a); and

(2) If the head of the displacing agency determines that any person occupying property immediately adjacent to the real property acquired is caused substantial economic injury because of the acquisition, he may offer such person relocation advisory services under section 205(c) of reference (a);

d. For real property acquisitions under Federal law, contracts or options to purchase real property shall not incorporate provisions for making payments for relocation costs and related items in Title II of the Act (Appraisers shall not give consideration to or include in their real property appraisals any allowances for the benefits provided by Title II. In the event of condemnation with a Declaration of Taking, the estimated compensation shall be determined solely on the basis of the appraised value of the real property with no consideration being given to or reference contained therein to the payments to be made under Title II of the Act.);

e. Applications for benefits under the Act are to be made within 18 months from the date on which the displaced person moves from the real property acquired or to be acquired; or the date on which the displacing agency makes final payment of all costs of that property, whichever is the later date (The EFD may request an extension of this period based upon appropriate justification); and

f. The provisions of the Act apply to the acquisition of all real property for, and the relocation of all persons displaced by, Department of the Navy programs and projects. It is immaterial whether the real property is acquired by a Federal or State agency or whether Federal funds contribute to the cost of the real property.

6. PUBLIC INFORMATION.

The EFD shall make available to the public full information concerning the Navy's relocation programs. He shall ensure that persons to be displaced are fully informed at the earliest possible time, of such matters as available relocation payments and assistance; the specific plans and procedures for assuring that suitable replacement housing will be available for homeowners and tenants in advance of displacement; the eligibility requirements and procedures for obtaining such payments and assistance; and the right of administrative review by the head of the agency concerned.

7. ASSURANCE OF AVAILABILITY.

a. Availability. The EFD should not proceed with any land acquisition project which will cause the displacement of any person until it has been determined that within a reasonable period of time prior to displacement, there will be available on a basis consistent with the requirements of reference (e), in areas not generally less desirable in regard to public utilities and public and commercial facilities and at rents or prices within the financial means of the families and individuals displaced, decent, safe, and sanitary dwellings, as described in paragraph 7.c, equal in number to the number of, and available to, such displaced persons who require such dwellings and reasonably accessible to their places of employment. The determination of assurances shall be based on a current survey and analysis of available replacement housing by the displacing agency. The survey and analysis must take into account the competing demands on available housing.

b. Waiver. Pursuant to section 205(c)(3) of the Act, the EFD may submit a request to the Commander, Naval Facilities Engineering Command (NAVFACENGCOM) that the assurances described in subparagraph 7.a be waived. These waivers shall be limited only to emergency or extraordinary situations in which immediate possession of real property is of crucial importance. Each waiver of assurance of replacement housing shall be supported by appropriate findings and a determination

of the necessity for the waiver. Determinations so made shall be included in the annual report required by section 214 of reference (a).

c. Decent, Safe, and Sanitary Housing. A decent, safe, and sanitary dwelling is one which is found to be in sound, clean and weather-tight condition, and which meets local housing codes. The following criteria should be used in determining if a dwelling unit is decent, safe, and sanitary. Adjustments may be made only in cases of unusual circumstances or in unique geographic areas.

(1) Housekeeping Unit. A housekeeping unit must include a kitchen with fully usable sink, a cooking stove, or connections for same; a separate complete bathroom; hot and cold running water in both the bathroom and the kitchen; an adequate and safe wiring system for lighting and other electrical services; and heating as required by climatic conditions and local codes.

(2) Non-housekeeping Unit. A non-housekeeping unit is one which meets local code standards for boarding houses, hotels, or other congregate living. If local codes do not include requirements relating to space and sanitary facilities, standards will be subject to the approval of NAVFACENGCOM.

(3) Occupancy Standards. Occupancy standards for replacement housing shall comply with local codes.

(4) Absence or Inadequacy of Local Standards. In those instances in which there is no local housing code, a local housing code does not contain certain minimum standards, or the standards are inadequate, the EFD shall request that NAVFACENGCOM establish the standards.

#### 8. LOANS FOR PLANNING AND PRELIMINARY EXPENSES.

The EFD will be guided by the criteria and procedures developed by the Secretary of Housing and Urban Development (24 CFR - Part 43, Subpart B) when providing loans to eligible borrowers for planning and other preliminary expenses authorized under section 215 of reference (a).

#### 9. MOVING AND RELATED EXPENSES.

a. Eligibility. The following criteria shall be used to determine the eligibility for payment of moving and related expenses.

(1) Any displaced person (including one who conducts a business or farm operation) is eligible to receive a payment for moving expenses. A person who lives on his business or farm property may be eligible for both moving and related expenses as a dwelling occupant in addition to being eligible for payments with respect to displacement from a business or farm operation.

(2) Any person who moves from real property or moves his personal property from real property, as a result of the acquisition of such real property in whole or part, or as a result of a written notice of the acquiring agency to vacate real property, or solely for the purposes of section 202(a) and (b) of reference (a) as a result of the acquisition of, or a written notice of the acquiring agency to vacate other real property on which such person conducts a farm or business, is eligible to receive a payment for moving expenses.

11. ACTUAL REASONABLE EXPENSES IN MOVING.

a. Allowable Moving Expenses.

(1) Transportation of individuals, families, and personal property from the acquired site to the replacement site, not to exceed a distance of 50 miles, except where the displacing agency determines that relocation beyond this 50 mile area is justified;

(2) Packing and unpacking, crating and uncrating of personal property;

(3) Advertising for packing, crating, and transportation when the displacing agency determines that it is necessary;

(4) Storage of personal property for a period generally not to exceed 12 months when the displacing agency determines that storage is necessary in connection with relocation;

(5) Insurance premiums covering loss and damage of personal property while in storage or transit;

(6) Removal, reinstallation, reestablishment, including such modification as deemed necessary by the Federal agency of, and reconnection of utilities for, machinery, equipment, appliances, and other items, not acquired as real property. Prior to payment of any expenses for removal and reinstallation of such property, the displaced person shall be required to agree in writing that the property is personalty and that the displacing agency is released from any payment for the property;

(7) Property lost, stolen, or damaged (not caused by the fault of negligency of the displaced person, his agency or employees), in the process of moving, where insurance to cover such loss or damage is not available; and

(8) Other reasonable expenses determined to be allowable by the EFD.

b. Limitations.

(1) If the displaced person accomplishes the move himself, the amount of payment shall not exceed the estimated cost of moving commercially.

(2) If an item of personal property that is used in connection with any business or farm operation is not moved but is sold and promptly replaced with a comparable item, reimbursement shall not exceed the replacement cost minus the proceeds received from the sale, or the estimated cost of moving, whichever is less.

(3) If personal property that is used in connection with any business or farm operation to be moved is of low value and high bulk, and the cost of moving would be disproportionate in relation to the value in the judgment of the EFD responsible for the program or project causing the displacement, the allowable reimbursement for the expense of moving the personal property shall not exceed the difference between the amount which would have been received for such item on liquidation and the cost of replacing the same with a comparable item available on the market. This provision will be applicable in the cases of moving of junk yards, stockpiled sand, gravel, minerals, metals, and similar items of personal property.

(4) If the cost of moving or relocating an outdoor advertising display or displays is determined to be equal to or in excess of the in-place value of the display, consideration should be given to acquiring the display or displays as a part of the real property, unless such an acquisition is prohibited by State law.

12. NON-ALLOWABLE MOVING EXPENSES AND LOSSES.

- a. Additional expenses incurred because of living in a new location;
- b. Cost of moving structures or other improvements in which the displaced person reserved ownership except as otherwise provided by law;
- c. Improvements to the replacement site, except when required by law;
- d. Interest on loans to cover moving expenses;
- e. Loss of good-will;
- f. Loss of profits;
- g. Loss of trained employees;
- h. Personal injury;
- i. Cost of preparing the application for moving and related expenses;
- j. Payment of search cost in connection with locating a replacement dwelling; and
- k. Such other items as the EFD determines should be excluded.

13. EXPENSES IN SEARCHING FOR REPLACEMENT BUSINESS OR FARM.

- a. Allowable.
  - (1) Actual travel costs;
  - (2) Extra costs for meals and lodging;
  - (3) Time spent in searching at the rate of the displaced person's salary or earnings, but not to exceed \$10 per hour; and
  - (4) In the discretion of the displacing agency, necessary broker, real estate or other professional fees to locate a replacement business or farm operation under circumstances which are considered satisfactory to the EFD.

14. ACTUAL DIRECT LOSSES BY BUSINESS OR FARM OPERATION.

If the displaced person does not move personal property, he shall be required to make a bona fide effort to sell it, and shall be reimbursed for the reasonable costs incurred.

a. When the business or farm operation is discontinued, the displaced person is entitled to the difference between the fair market value of the personal property for continued use at its location prior to displacement and the sale proceeds, or the estimated costs of moving 50 miles, whichever is less.

b. When the personal property is abandoned, the displaced person is entitled to payment for the fair market value of the property for continued use at its location prior to displacement or the estimated cost of moving 50 miles, whichever is less.

c. The cost of removal of the personal property shall not be considered as an offsetting charge against other payments to the displaced person.

15. PAYMENTS IN LIEU OF MOVING AND RELATED EXPENSES.

a. Dwelling - Schedules.

(1) Subsection 202(b) of reference (a) provides that at the option of the displaced person he may receive a moving expense allowance not to exceed \$300 based on schedules established by each agency head. Moving allowance schedules maintained by the respective State highway departments shall be used as the basis for the agency's schedules. These schedules should provide for adequate reimbursement in every locality. The Federal Highway Administration will approve all such schedules on a current basis, and will make them available to the EPD upon request.

(2) Where there are no highway department schedules, the EPD undertaking or providing Federal financial assistance to a project causing displacement in such areas shall cooperate in the development of a single moving expense schedule for the use of all displacing agencies.

(3) A displaced person who elects to receive a payment based on a schedule shall be paid under the schedule used in the jurisdiction in which the displacement occurs regardless of where he relocates.

b. Businesses - Eligibility.

(1) A person displaced from his business, as defined in subsection 101(7)(A), (B), and (C), is eligible under subsection 202(c) of reference (a) to receive a fixed payment in lieu of moving and related expenses. Care must be exercised in each instance, however, to assure that such payments are made only in connection with a bona fide business.

(2) A payment in lieu of actual reasonable moving expenses may be made under section 202(c) of reference (a) to the displaced owner of a business only if the local agency determines that, during the two taxable years prior to displacement, or during such other period as the EFD determines to be more equitable, the business:

(a) Had average annual gross receipts of at least \$2,000 in value; or

(b) Had average annual net earnings of at least \$1,000 in value; or

(c) Contributed at least 33-1/3 percent of the average gross annual income of the owner(s), including income from all sources, such as welfare.

If the application of the above criteria obviously creates an inequity in a given case, the EFD/EPA may approve use of other criteria as determined appropriate.

(3) Those businesses, described in subsection 101(7)(D) of reference (a) are not eligible under subsection 202(c) of reference (a) for a payment in lieu of moving and related expenses.

(4) Where a displaced person is displaced from his place of business, no payment shall be made under subsection 202(c) of reference (a) until after the head of the displacing agency determines that the business is not part of a commercial enterprise having at least one other establishment not being acquired, which is engaged in the same or similar business; and that the business cannot be relocated without a substantial loss of existing patronage shall be made by the displacing agency only after consideration of all pertinent circumstances, including but not limited to the following factors:

(a) Type of business conducted by the displaced concern;

(b) Nature of the clientele of the displaced concern; and

(c) Relative importance of the present and proposed location to the displaced business and the availability of a suitable replacement location for the displaced person.

c. Farms.

(1) Eligibility. A payment in lieu of actual reasonable moving expenses may be made to the displaced owner of a farm operation according to the criteria established for displaced owners of businesses (See paragraph 15.b(2)). Such payment may be made to the displaced operator of a farm operation only if the acquiring agency determines that the farm operator has discontinued his entire farm operation at the present location or has relocated the entire farm operation.

(2) Partial Taking. In the case of a partial taking, the operator will be considered to have been displaced from a farm operation if:

(a) The part taken met the definition of a farm operation prior to the taking or;

(b) The taking caused the operator to be displaced from the farm operation on the remaining land; or

(c) The taking caused such a substantial change in the nature of the existing farm operation as to constitute a displacement.

If the use of the above criteria obviously creates an inequity in a given case, the ESD/EPA may approve the use of other criteria as determined appropriate.

d. Nonprofit Organizations. If a nonprofit organization is displaced, no payment shall be made under subsection 202(c) of reference (a) until after the head of the Federal agency determines:

(1) That the nonprofit organization cannot be relocated without a substantial loss of its existing patronage (The term "existing patronage" as used in connection with nonprofit organizations includes the persons, community, or clientele served or affected by the activities of the nonprofit organization.); and

(2) That the nonprofit organization is not part of a commercial enterprise having at least one other establishment not being acquired which is engaged in the same or similar activity.

e. Net Earnings. The term "average annual net earnings" as used in subsection 202(c) of reference (a) means one-half of any net earnings of the business or farm operation before Federal, State, and local income taxes, during the two taxable years immediately preceding the taxable year in which such business or farm operation moves from the real property acquired for such project or during such other period as the head of the displacing agency determines to be more equitable for establishing such earnings, and includes any compensation paid by the business or farm operation to the owner, his spouse or his dependents during such period. If a business or farm operation has no net earnings, or has suffered losses during the period used to compute "average annual net earnings" it may nevertheless receive the \$2,500 minimum payment authorized by this subsection.

f. Amount of Business Fixed Payment. The fixed payment to a person displaced from a farm operation or from his place of business, including nonprofit organizations, shall be in an amount equal to the average annual net earnings of the business or farm operation, except that such a payment shall not be less than \$2,500 nor more than \$10,000.

16. REPLACEMENT HOUSING PAYMENT FOR HOMEOWNERS.

a. Eligibility. A displaced owner-occupant is eligible for a replacement housing payment authorized by section 203(a) of reference (a) not to exceed \$15,000 if he meets both of the following requirements:

(1) Actually owned and occupied the acquired dwelling from which displaced for not less than 180 days prior to the initiation of negotiations for the property, or owned and occupied the property covered or qualified under section 217 of reference (a) for not less than

180 days prior to displacement. (The term "initiation of negotiations" means the day on which the acquiring agency makes the first personal contact with the property owner or his representative and furnishes him with a written offer to purchase the real property.); and,

(2) Purchases and occupies a replacement dwelling, which is decent, safe, and sanitary, not later than the end of the one-year period beginning on the date on which he receives from the displacing agency the final payment of all costs of the acquired dwelling, or on the date on which he moves from the acquired dwelling, whichever is the later date.

If a displaced owner-occupant of a dwelling is determined to be ineligible under this paragraph, he may be eligible for a replacement housing payment under paragraph 17 of this Chapter.

b. Comparable Replacement Dwelling. For the purposes of rendering relocation assistance by making referrals for replacement housing and for computing the replacement housing payment, a comparable replacement dwelling is one which is decent, safe, and sanitary, and:

(1) Functionally equivalent and substantially the same as the acquired dwelling, but not excluding newly constructed housing;

(2) Adequate in size to meet the needs of the displaced family or individual. (However, at the option of the displaced person, a replacement dwelling may exceed his needs when the replacement dwelling has the same number of rooms or the equivalent square footage as the dwelling from which he was displaced.);

(3) Open to all persons regardless of race, color, religion, or national origin, consistent with the requirement of references (d) and (e);

(4) Located in an area not generally less desirable than the one in which the acquired dwelling is located with respect to:

(a) Neighborhood conditions, including but not limited to municipal services and other environmental factors;

(b) Public utilities; and

(c) Public and commercial facilities;

(5) Reasonably accessible to the displaced person's place of employment or potential place of employment;

(6) Within the financial means of the displaced family or individual; and

(7) Available on the market to the displaced person.

If housing meeting the requirement of this paragraph is not available on the market, the EPD may, upon a proper finding of the need therefor, consider available housing exceeding these basic criteria.

c. Computation of Replacement Housing Payment. The replacement housing payment of not more than \$15,000 comprises the following:

(1) Differential Payment for Replacement Housing. The EPD may determine the amount which, if any, when added to the acquisition cost of the dwelling acquired by the displacing agency, is necessary to purchase a comparable replacement dwelling by either establishing a schedule or by using a comparative method. The relocatee is bound to the method selected for use by the displacing agency.

(a) Schedule Method. The EFD may establish a schedule of reasonable acquisition costs for comparable replacement dwelling of the various types of dwellings to be acquired and available on the private market. The schedule shall be based on a current market analysis sufficient to support determinations of the amount for each type of dwelling to be acquired. When more than one Federal agency is causing displacement in a community or an area, the EFD shall coordinate the establishment of the schedule for replacement housing payments with the other agencies involved.

(b) Comparative Method. The EFD may determine the price of a comparable replacement dwelling by selecting a dwelling or dwellings that are most representative of the dwelling unit acquired, are available to the displaced person, and meet the definition of comparable replacement dwellings. A single dwelling shall be used only when additional comparable dwellings are not available.

(c) Alternate Method. The EFD may develop criteria for computing replacement housing payments when neither the schedule method nor the comparative method is feasible.

(d) Limitations. The amount established as the differential payment for the replacement housing sets the upper limit of this payment.

1. If the displaced person voluntarily purchases and occupies a decent, safe, and sanitary dwelling at a price less than the above, the comparable replacement housing payment shall be reduced to the amount required to pay the difference between the acquisition price of the acquired dwelling and the actual purchase price of the replacement dwelling.

2. If the displaced person voluntarily purchases and occupies a decent, safe, and sanitary dwelling at a price less than the acquisition price of the acquired dwelling, no differential payment shall be made.

(2) Interest payment. The EFD shall determine the amount, if any, necessary to compensate a displaced person for any increased costs, including points paid by the purchaser. Such amount shall be paid only if the acquired dwelling was encumbered by a bona fide mortgage. The following shall be considered:

(a) The payment shall be equal to the excess in the aggregate interest and other debt service costs of the amount of the principal of the mortgage on the replacement dwelling which is equal to the unpaid balance of the bona fide mortgage on the acquired dwelling, at the time of acquisition, over the remaining term of the mortgage on the acquired dwelling, reduced to discounted present value.

(b) The discount rate shall be the prevailing interest rate paid on savings deposits by commercial banks in the general area in which the replacement dwelling is located.

(c) A "bona fide mortgage" is one which was a valid lien on the acquired dwelling for not less than 130 days prior to the initiation of negotiations. All bona fide mortgages on the dwelling acquired by the displacing agency will be used to compute the increased interest cost portion of the replacement housing payment.

(d) The computation of the payment for increased interest costs will be based on the actual term of the new mortgage or the remaining term of the old mortgage, whichever is the lesser, and the computation will be based on the actual amount of the new mortgage or the amount of the old mortgage, whichever is the lesser.

(1) Seller's points are not to be included in the interest computation.

(2) The actual interest rate of the new mortgage will be used in the computation.

(3) Purchaser's points and/or loan origination fees will be added to the computed interest payment.

(e) However, the interest payment shall be based on the present value of the reasonable cost of the interest differential, including points paid by the purchaser, on the amount of the unpaid debt on the acquired dwelling for its remaining term.

(f) See Appendix "B", format for computation of interest payment.

d. Incidental Expenses.

(1) The ERO shall determine the amount, if any, necessary to reimburse a displaced person for reasonable costs incurred by him incident to the purchase of the replacement dwelling (but not including prepaid expenses) such as:

(a) Legal, closing, and related costs including title search, preparing conveyance instruments, notary fees, surveys, preparing plats, and charges incident to recordation;

(b) Lenders', FMA, or VA, appraisal fees;

(c) FMA application fee;

(d) Certification of structural soundness when required by lender, FMA, or VA;

(e) Credit report;

(f) Title policies or abstracts of title;

(g) Escrow agent's fee; and

(h) State revenue stamps or sale or transfer taxes.

(2) No fee, cost, charge, or expense is reimbursable as an incidental expense which is determined to be a part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-331, and Regulation "Z" (12 CFR Part 226) issued pursuant thereto by the Board of Governors of the Federal Reserve System.

e. Case Going Through Condemnation. No property owner should be deprived of the earliest possible payment of the replacement housing amounts to which he is rightfully due. The following procedure shall be used on cases involving condemnation:

(1) An advance replacement housing payment can be computed and paid to a property owner if the determination of the acquisition price will be delayed pending the outcome of condemnation proceedings. The ESD may make a provisional replacement housing payment to the displaced homeowner based on the agency's maximum offer for the property, providing homeowner enters into an agreement with the ESD that:

(a) Upon final determination of the condemnation proceedings, the replacement housing payment will be recomputed using the acquisition price determined by the court as compared to the actual price paid or the amount determined necessary to acquire a comparable, decent, safe, and sanitary dwelling; and

(b) If the amount awarded in the condemnation proceeding as the fair market value of the property acquired plus the amount of the recomputed replacement housing payment exceeds the price paid for, or the acquiring agency's determined cost of a comparable dwelling, he will refund to the acquiring agency, an amount equal to the amount of the excess. However, in no event shall he be required to refund more than the amount of the replacement housing payment advanced.

(2) If the property owner does not agree to such adjustment, the replacement housing payment shall be deferred until the case is finally adjudicated and computed on the basis of the final determination, using the award as the acquisition price.

5. Mortgage Insurance. The head of any Federal agency administering Federal mortgage insurance programs may, upon application by a mortgagor, insure any mortgage (including advances during construction) on a comparable replacement dwelling executed by a displaced person assisted under this section, if the mortgage is eligible for insurance under any Federal law administered by the agency notwithstanding any requirements under the law relating to age, physical condition, or other personal characteristics of eligible mortgagors and may make commitments for the insurance of the mortgage prior to the date execution of the mortgage.

17. REPLACEMENT HOUSING PAYMENTS FOR TENANTS AND CERTAIN OTHERS.

a. Eligibility. A displaced tenant or owner-occupant of a dwelling for less than 180 days is eligible for a replacement housing payment not to exceed \$4,000, as authorized by section 204 of reference (a), if he actually occupied the dwelling for not less than 90 days prior to the initiation of negotiations for acquisition of the property or actually occupied the property covered or qualified under section 217 for not less than 90 days prior to displacement. The term "initiation of negotiations" means the day on which the acquiring agency makes the first personal contact with the property owner or his representative and furnishes him with a written offer to purchase the real property. Agencies' regulations shall provide that tenants and other persons occupying the property shall be advised when negotiations for the property are initiated with the owner thereof.

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b. An owner-occupant of a dwelling for not less than 180 days prior to the initiation of negotiations is eligible for a replacement housing payment as a tenant, as authorized by section 204 of reference (a), when he rents a decent, safe, and sanitary replacement dwelling instead of purchasing and occupying a replacement decent, safe, and sanitary dwelling not later than the end of the one-year period beginning on the date on which he receives from the displacing agency final payment for all costs for the acquired dwelling, or on the date on which he moves from the acquired dwelling, whichever is the later date.

c. Computation of Replacement Housing Payments for Displaced Tenants. A displaced tenant is eligible for a rental replacement housing payment; or, if he purchases replacement housing within one year from displacement, he is eligible for a down payment, including expenses incidental to closing, not to exceed \$4,000.

(1) Rental Replacement Housing Payment. The EFD involved may determine the amount necessary to rent a comparable replacement dwelling by either establishing a schedule or by using a comparative method.

(a) Schedule Method. The EFD may establish a rental schedule for renting comparable replacement dwellings as described in subparagraph 16.a and which are available in the private market for the various types of dwellings to be acquired. The payment will be computed by determining the amount necessary to rent a comparable replacement dwelling for 4 years (the average monthly cost from the schedule) and subtracting from that amount forty-eight times the average month's rent paid by the displaced tenant in the last 3 months prior to initiation of negotiations, if such rent was reasonable. Agency regulations may prescribe circumstances which may dictate the use of economic rent rather than actual rent paid by the displaced tenant. For purposes of these guidelines, economic rent is defined as the amount of rent the displaced tenant would have had to pay for a comparable dwelling unit in an area similar to the neighborhood in which the dwelling unit to be acquired is located. The schedule should be based on current analysis of the market to determine for each type of dwelling required. When more than one Federal agency is causing the displacement in a community or an area, the EFD shall cooperate with the other agencies in choosing the method for computing the replacement housing payment and may use uniform schedules of average rental housing in the community or area.

(b) Comparative Method. The EFD may determine the average month's rent by selecting one or more dwellings most representative of the dwelling unit acquired, which are available to the displaced person and meet the definition of comparable replacement dwellings as described in subparagraph 16.b. The payment should be computed by determining the amount necessary to rent a comparable replacement dwelling for 4 years and subtracting from such amount forty-eight times the average month's rent paid by the displaced tenant in the last 3 months prior to initiation of negotiations if the rent was reasonable.

(c) Exemptions. The EFD may establish the average month's rent paid by the displaced person by using more than 3 months if he deems it advisable. If rent is being paid to the displacing agency, economic rent shall be used in determining the amount of the payment to which the displaced tenant is entitled.

(d) Alternate to (a) and (b), Above. When neither method is feasible, the EFD shall develop criteria for computing the payment.

(e) Limitation. The amount of the rental replacement housing payment shall be computed by subtracting the economic rent of the acquired dwelling from the lesser of:

1. The amount of rent actually paid for the replacement dwelling; or
2. The amount determined by the displacing agency as necessary to rent a comparable replacement dwelling.

(f) Disbursement of Rental Replacement Housing Payment. The EFD shall develop procedures to comply with section 204 of reference (a) to provide, within the \$4,000 and 4-year limitations of that section, a rental replacement housing payment that will enable the displacee to rent comparable, decent, safe, and sanitary housing. The amount of the rental payment under section 204(1) shall be determined and paid in a lump sum, except it shall be paid in installments, if the displaced person so requests.

(2) Purchases - Replacement Housing Payment. If the tenant elects to purchase instead of renting, the payment shall be computed by determining the amount necessary to enable him to make a down payment and to cover incidental expenses on the purchase of replacement housing, as follows:

(a) The amount of the down payment shall be the lesser of:  
1. The amount that would be required as a down payment for financing a conventional loan on a comparable dwelling; or  
2. The amount required as a down payment for financing a conventional loan on the replacement dwelling actually purchased.

The amount determined shall be added to the amount required to be paid by the purchaser as points and/or origination or loan services fee if such fees are normal to real estate transactions in the area on the comparable dwelling or the replacement dwelling, whichever is the lesser.

(b) Incidental expenses of closing the transaction are those as described in subparagraph 16.e.

(c) The maximum payment shall not exceed \$4,000, except that if more than \$2,000 is required, the tenant must match any amount in excess of \$2,000 by an equal amount in making the down payment.

(d) The full amount of the replacement housing payment must be applied to the purchase price and incidental costs shown on the closing statement.

d. Computation of Replacement Housing Payments for Certain Others.

(1) A displaced owner-occupant who does not qualify for a replacement housing payment under paragraph 16 because of the 180 days occupancy requirement and elects to rent is eligible for a rental replacement housing payment not to exceed \$4,000. The payment shall be computed in the same manner as that shown in subparagraph 17.c(1), except that the present rental rate for the acquired dwelling shall be economic rent as determined by market data.

(2) A displaced owner-occupant who does not qualify for a replacement payment under paragraph 16 because of the 180 day occupancy requirement and elects to purchase a replacement dwelling is eligible for a replacement housing down payment and closing costs not to exceed \$4,000. The payment shall be computed in the same manner as that shown in subparagraph 17.c(1)(b).

18. RELOCATION ASSISTANCE ADVISORY SERVICES.

a. Relocation Assistance Advisory Program. Section 205 of reference (a) requires establishment of a relocation assistance advisory program for persons displaced as a result of Federal or Federally-assisted land acquisition programs or projects. To comply with this provision of the Act, EFD's will provide such a program when assigned such land acquisition projects. The relocation assistance program will include such measures, facilities or services as may be necessary or appropriate to perform all of the tasks detailed in section 205(c) of reference (a). These tasks include but will not be limited to the following:

(1) Determine the need of the displaced persons for relocation assistance;

(2) Provide current and continuing information as to the availability, prices and rentals of comparable, decent, safe, and sanitary housing and rental housing and of comparable commercial properties and farms and locations for displaced businesses;

(3) Assure that within a reasonable period of time prior to displacement, there will be available comparable, decent, safe, and sanitary replacement dwellings, equal in number to the number and available to such displaced persons who require such dwellings and that such replacement dwellings are reasonably accessible to their places of employment;

(4) Assist a person who is displaced from his business or farm operation in obtaining and becoming established in a suitable replacement location;

(5) Provide information concerning Federal and State housing programs and other Federal or State programs offering assistance to displaced persons;

(6) Provide other advisory services to displaced persons in order to minimize hardships to such persons in adjusting to relocation;

(7) Prior to initiation of acquisition procedures, provide persons from whom it is planned to acquire real property information and/or data outlining the benefits to which they may be entitled under provisions of reference (a) and other assistance which might be furnished to them. The information or data provided should provide that any payment received under Title II of reference (a) will not be considered as income for purposes of the Internal Revenue Code of 1954, or for the purposes of determining eligibility or the extent of eligibility of any person for assistance under the Social Security Act or any other Federal law; and,

(8) Advise owners and others affected that they should notify the EFD prior to vacating the property.

b. Coordination of Planned Relocation Activities.

(1) Federal Coordination. When two or more Federal agencies contemplate displacement activities in a given community or area, the EFD shall establish appropriate channels of communication between the agencies for the purpose of planning relocation activities and coordinating available housing resources. The agencies involved shall consult with the appropriate Housing and Urban Development Regional/Area Office within the jurisdictional area concerning the availability of housing. Appendix "C", Housing and Urban Development Field Office Jurisdictions, is a directory of regional area offices, which will be furnished to the EFD upon request. The agencies causing the displacement shall designate at least one representative who will meet periodically with the representatives of other Federal agencies to review the impact of their respective programs on the community or area.

(2) Local Coordination. To further insure maximum coordination of relocation activities in a given community or area, the EFD shall consult appropriate local officials before proceeding with a proposed project in the community, consistent with the requirements of the procedures promulgated by the Office of Management and Budget Circular A-95 (Revised). That circular provides a central point for identifying local officials.

c. Contracting for Relocation Services.

(1) Contracting with Central Relocation Agency. The EFD shall consider contracting with the central relocation agency in a community or area for carrying out its relocation activities. If contracting for these services is considered feasible, contracts shall require specific performance standards. The appropriate Housing and Urban Development Regional/Area Office shall provide information and assistance, on request from other Federal agencies, concerning these services.

(2) Contracting with Others. When a centralized relocation agency is not available in a community or if in the judgment of the EFD the centralized agency does not have the capacity to provide the necessary services, within the time required by the agency's program, the EFD may contract with another public agency or a private contractor who can provide the necessary relocation services.

4. General Contacts.

(1) Veterans Administration (VA). The Veterans Administration maintains a housing counseling service and a displaced persons priority program for providing VA-owned housing to displaced persons. These services may be made available to persons displaced by Federal and Federally-assisted programs and the local VA Loan Guarantee Office should be contacted.

(2) Small Business Administration. The Small Business Administration provides technical and loan counseling services for small businesses. A displaced businessman should be advised of these services.

(3) Department of Agriculture. The Department of Agriculture provides many services through its direct action farmer assistance programs, activities in rural nonfarm communities, and also urban communities of under 10,000 population. Coordination with the Farmer's Home Administration, Department of Agriculture, is recommended when a farm operation is displaced.

(4) Local Governmental Organizations. Local governmental organizations and agencies may have rent supplement, public housing, or related relocation assistance programs which may be utilized to provide housing for the occupants displaced from a project. Local programs should be utilized where they exist. Local non-governmental associations may also be used in helping a displaced person. Local real estate boards, apartment owners associations, home builders associations, and other organizations may provide information and services that will help obtain comparable replacement housing for displaced persons and suitable replacement sites for displaced businesses. Also, many states have veterans' organizations which offer services to veterans. The availability of such state organizations should be ascertained and used.

19. UNIFORM REAL PROPERTY ACQUISITION POLICY.

a. Scope. The provisions of Title III of reference (a) apply to the acquisition of real property for all Federal or Federally-assisted programs or projects.

b. Acquisition Procedures.

(1) Just Compensation. Section 301(3) of reference (a) establishes the policy that before initiation of negotiations for the acquisition of real property the head of the Federal agency concerned shall establish an amount which he believes to be just compensation therefor. In no event shall that amount be less than the agency's approved appraisal of the fair market value of the property. The procedures for approval of appraised fair market values for proposed land acquisitions is contained in paragraphs 24 and 25 of Chapter 16 of this publication.

(2) Initiation of Negotiations. When negotiations for the acquisition of real property are initiated, the EFD shall provide the owner of the property with a written statement concerning the proposed acquisition. This statement shall include, as a minimum, the following:

(a) Identification of the real property and the estate or interest therein to be acquired, including the buildings, structures, and other improvements on the land and the fixtures considered to be a part of the real property; and

(b) The amount of the estimated just compensation for the property to be acquired as determined by the acquiring agency and a statement of the basis therefor. In case of a partial taking, damages, if any, to the remaining real property shall be separately stated.

(3) Offer to Purchase. After delivery of the above indicated statement to the owner, the EFD shall make a prompt offer to purchase the property for the amount contained in the statement. After the initial offer is made, negotiations will be continued and every effort made to reach a mutually agreeable Purchase Agreement as set forth in Chapter 8 of this publication.

(4) Appraisal Standards. Standards for appraisals used by the Department of the Navy including criteria for determining qualifications of appraisers and establishment of a system of review by qualified appraisers, in compliance with section 303(3) of reference (a) is set forth in Chapter 16 of this publication. The EFD shall follow the provisions of Chapter 16 of this publication in selection, award, review and use of information and data of appraisals to assure compliance with reference (a).

(5) Notice to Move. In compliance with section 301(5) of reference (a), the EFD shall, to the greatest extent practicable, require no person to move from a dwelling or to move his business or farm operation without at least 90 days written notice of the date by which the move is required. This subsection of the Act, however, applies only in those instances where actual displacement of persons, businesses, or farm operations occur. Appendix "D" provides a sample of the required notice.

20. APPLICATION PROCESSING PROCEDURES.

a. Preliminary Relocation Data Form. As soon as is practicable after commencing acquisition procedures, the EFD will prepare and maintain one copy of Preliminary Relocation Data Form, a copy of which is provided as Appendix "E" for each owner, tenant or other person living within the boundaries of the lands proposed to be acquired, who is not a member of an owners or tenants family. The purpose of this action is to obtain pertinent information relative to each prospective applicant for relocation assistance and/or payment. This information and data will also provide broad scope of the relocation assistance program which may be involved. Preparation of this form prior to the property being vacated is preferred. The prospective applicants should be provided with general information as to benefits under Title II of reference (a) when the information and/or data from preparation of this form is obtained.

b. Application Forms. Appendices "F", "G", "H", "I", "J", "K", "L", and "M" developed by the Office of Management and Budget and the

General Services Administration are application forms under consideration for use by all Federal Agencies engaged in land acquisitions. These forms are self-explanatory and should be completed by applicants with such assistance as they may require from the EPD. Each application must be supported with invoices, receipts or other items to substantiate the payment of each item of the claim. These applications for benefits under provisions of reference (a) shall be filed with the EPD not later than 18 months from the date full payment for the real property acquired is made by the Government, or from the date the displaced person moved from the acquired property, whichever date is later or as otherwise determined to be reasonable by the EPD/EFA.

When the property is acquired by condemnation, the date on which awards for the property have been satisfied will be considered as the date of payment.

c. Report of Investigation. Upon receipt of an application for benefits under reference (a), the EPD will promptly initiate an investigation of the facts as may be warranted and record findings and make necessary computations relative to the application. It is suggested that the Computation Worksheet, a copy of which is provided as Appendix "N" be used for this purpose. Upon completion of the investigation, a Report of Investigation utilizing the form provided as Appendix "O" will be completed by the EPD.

d. Determination of Relocation Benefits Due Applicant. Upon receipt of an application for relocation benefits due under provisions of reference (a), the application and supporting documents will be reviewed and the allowable amounts due determined by the EPD. These amounts will be recorded on the form provided herewith as Appendix "B". If the application is approved for payment in part or in full

\* and funds are available, the completed assembly will be forwarded to the disbursing office for payment citing the funds appropriated for the particular project. Concurrently with submission of the application for payment to the disbursing officer, the EPD will initiate a letter to the applicant advising him of the action taken on his claim.

e. Notice of Determination. The letter to the applicant advising him of the determination made on his claim, as provided for in subparagraph 20.d will provide the following information and data as a minimum:

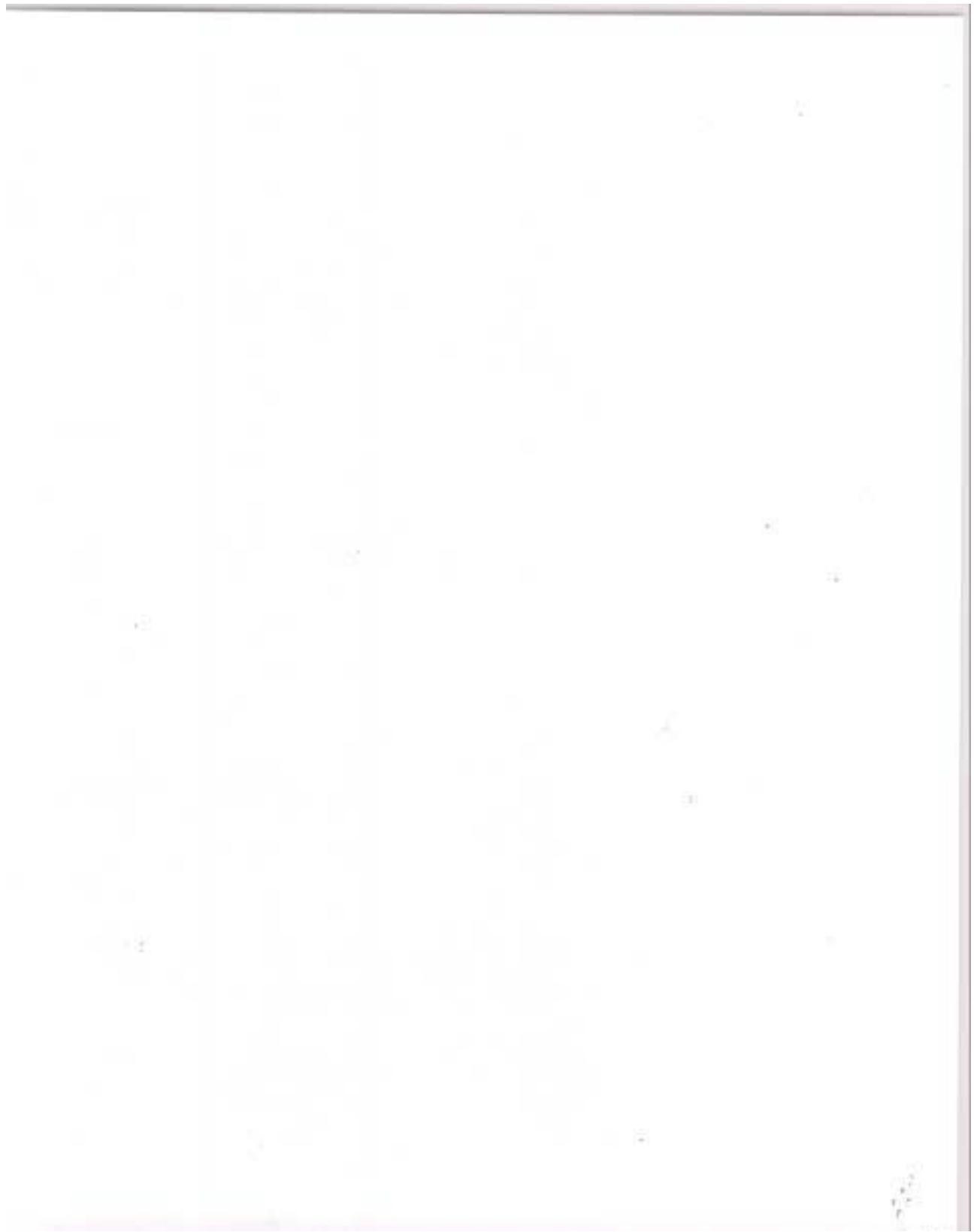
- (1) Date of receipt of application
- (2) Amount of claim as submitted
- (3) Analysis of documentation provided with application
- (4) Determination of amount approved for payment
- (5) Explanation of any difference between the amount claimed and amount approved for payment
- (6) Advice as to action taken including the submission of a request for issuance of check to disbursing officer
- (7) Date when applicant may reasonably expect delivery of the check
- (8) Advice that acceptance of the check will not prejudice his right of appeal if he considers that the indicated settlement is not fair and equitable based on the explanation provided
- (9) Method of submission of an appeal.

f. Filing of Appeals. Upon receipt of the determination made on his application for benefits under provisions of reference (a), the applicant may file an appeal. Any objection to the determination received by the EFD from the applicant will be treated as an appeal, and will be promptly acknowledged by the EFD and a review initiated in an effort to resolve the matter.

g. Processing Appeals. Upon receipt of any appeal or objection to the determination made on an application for benefits under provisions of reference (a), all documents originally submitted plus any additional information or documentation furnished with the appeal will be reviewed and analyzed to determine if any error was made in the original determination or if a revised determination can be made. Every effort will be made to reach a mutually satisfactory solution. If, however, the issue cannot be resolved by the EFD, the entire assembly will be submitted to NAVFACENGCOM for review and final determination. The appeal assembly will consist of the following:

- (1) Report of review by EFD
- (2) Written appeal and any amendments thereto
- (3) Original Application with all attachments
- (4) All pertinent correspondence
- (5) Other documents and material bearing on the case.

h. Final Determination. Final determinations on appeals will be made by NAVFACENGCOM. If the determinations made by the EFD are not acceptable, the assembly will be returned to the EFD for further consideration or for a directed solution. If the appeal is denied by NAVFACENGCOM, the decision will be provided to the EFD and the applicant will be promptly advised of the results of the appeal. All papers will be returned to the EFD for appropriate processing and/or file. The EFD will maintain a complete file on all applications and such files will be treated the same as other project files for the land acquisition project.



## APPENDIX A

### DEFINITIONS

NOTE: The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 contains certain specific definitions for terms used in this Chapter. For ready reference, certain of these definitions are contained in the text and the remainder are provided herewith. These definitions may be expanded for clarity but such expansions shall not result in a deviation in concept from those provisions provided by the Act.

The following definitions are contained in the text of this Chapter and are identified as follows:

1. Comparable replacement housing, Paragraph 16.b
2. Decent, safe, and sanitary housing, Paragraph 7.c
3. Economic rent, Paragraph 17.c(1)
4. Incidental expenses, Paragraph 16.e
5. Initiation of negotiations, Paragraphs 16.a(1) and 17.a
6. Interest payment, Paragraph 16.d
7. Net earnings, Paragraph 15.d

The following definitions extracted from the above identified Act are provided for ready reference:

8. The Act. "The Act" means the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Public Law 91-646), approved January 2, 1971.
9. Displacing Agency. "Displacing agency" means a Federal agency in the case of a direct Federal project, or a State agency, as defined in the Act, in the case of a project receiving Federal financial assistance whose project is causing the displacement of a person, business, or a farm operation.
10. Dwelling. "Dwelling" means the place of permanent or customary and usual abode of a person. It includes a single family building; a one-family unit in a multi-family building; a unit of a condominium or cooperative housing project; any other residential unit, including a mobile home which is either considered to be real property under State law, or cannot be moved without substantial damage or unreasonable cost or is not a decent, safe, and sanitary dwelling.
11. Family. A "family" means two or more individuals who are related by blood, adoption, marriage or legal guardianship who live together as a family unit. However, upon appropriate determination by the head of the

Federal agency, others who live together as a family unit may be treated as if they were a family for the purpose of determining benefits under Title II of the Act.

12. Financial Means. For the purpose of determining financial means of families and individuals in accordance with section 205(c)(3), a financial means test (ability to pay) must be made to satisfy the requirements set forth in paragraph 16.b(6) of this Chapter. In order to meet a financial means test, a determination should be made as to the displaced person's ability to afford the replacement dwelling. In making this determination, the average monthly rental or housing cost (e. g., monthly mortgage payments, insurance for the dwelling unit, property taxes and other reasonable recurring related expenses) which the displaced person will be required to pay, in general should not exceed 25 percent of the monthly gross income or the present ratio of housing payments to income of the displaced family or individual, including supplemental payments made by public agencies. The regulation of each Federal agency may provide for determinations that 25 percent of monthly gross income for housing costs or the present ratio of housing payment to individual income is or is not excessive to the other needs of the displaced family or individual, such as food, clothing, child care, medical expenses, etc. In these cases, the head of the Federal agency shall establish criteria for determining the financial means of the displaced family or individual.
13. Owner. "Owner" means a person who holds fee title, a life estate, a 99 year lease, or an interest in a cooperative housing project which includes the right of occupancy of a dwelling unit, or is the contract purchaser of any such estate or interest, or who is possessed of such other proprietary interest in the property acquired as, in the judgment of the head of the Federal agency, warrants consideration as ownership. In the case of one who has succeeded to any of the foregoing interests by devise, bequest, inheritance or operation of law, the tenure of ownership, but not occupancy, of the succeeding owner shall include the tenure of the preceding owner.

APPENDIX B

COMPUTATION OF INTEREST PAYMENT

Required Information

1. Outstanding balance of mortgage on acquired dwelling \$ \_\_\_\_\_
2. Outstanding balance of mortgage on replacement dwelling \$ \_\_\_\_\_
3. Lesser of Line 1 or Line 2 \$ \_\_\_\_\_
4. Number of months remaining until last payment is due for mortgage on acquired dwelling \_\_\_\_\_
5. Number of months remaining until last payment is due for mortgage on replacement dwelling \_\_\_\_\_
6. Lesser of Line 4 or Line 5 \_\_\_\_\_
7. Annual Interest rate of mortgage on acquired dwelling \_\_\_\_\_ %
8. Annual interest rate of mortgage on replacement dwelling (or, if it is lower, the prevailing annual interest rate currently charged by mortgage lending institutions in the general area in which the replacement dwelling is located) \_\_\_\_\_ %
9. Prevailing annual interest rate paid on standard passbook savings accounts by commercial banks \_\_\_\_\_ %
10. If applicable, any debt service costs on the loan on the replacement dwelling, such as points paid by the purchaser which are not reimbursable as an incidental expense \$ \_\_\_\_\_

Development of Monthly Payment Figures

- A. Monthly payment required to amortize a loan  
of \$ (Line 3) in (Line 6) months at an  
annual interest rate of (Line 7) % \$ (Line 8)
- B. Monthly payment required to amortize a loan  
of \$ (Line 3) in (Line 6) months at an  
annual interest rate of (Line 8) % \$ (Line 9)
- C. Monthly payment required to amortize a loan  
of \$ (Line 3) in (Line 6) months at an  
annual interest rate of (Line 9) % \$ (Line 10)

Calculation of Interest Payment

Step 1 Subtract A from B:

Monthly payment based on rate for  
replacement dwelling (B) \$ (Line 11)

Monthly payment based on rate for  
acquired dwelling (A) - \$ (Line 12)

Result (difference) \$ (Line 13)

Step 2 Divide result (difference) of Step 1  
by C (carry to 6 decimal places):

Result (difference) from Step 1 \$ (Line 14)

Monthly payment based on savings  
rate (%) + \$ (Line 15)

Result (quotient) \$ (Line 16)

**Step 3** Multiply outstanding balance of mortgage on acquired dwelling by result (quotient) of Step 2:

Outstanding Balance (from Line 3)	\$ _____
Result (quotient) of Step 2	x _____
Result (product)	\$ _____

**Step 4** Add to result (product) of Step 3 any debt service costs on the loan on the replacement dwelling:

Result (product) of Step 3, first mortgage	\$ _____
* Result (product) of Step 3, second mortgage	\$ _____
* Sum or difference, as applicable	\$ _____
Add debt service costs on loan on replacement dwelling (Line 10)	\$ _____
Amount of interest payment	\$ _____

\* If there is more than one outstanding mortgage on an acquired dwelling, the discounted value of each mortgage must be determined. To do this, a separate computation is made to each mortgage through Step 3. A consolidated Step 4 is then completed.

APPENDIX C

**U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
FIELD OFFICE JURISDICTIONS**

OCTOBER 15, 1973

**REGION I**

Regional Administrator  
James J. Morris  
One East John F. Kennedy  
Federal Building  
Boston, Massachusetts 02103  
Tel. 617-522-5400

**AREA OFFICES**

CONNECTICUT, HARTFORD 06106  
Post Office Annex  
Tel. 203-744-3424  
414-2-1000-1-1000  
Area Director - Lawrence L. Thompson

MASSACHUSETTS, BOSTON 02114

Post Office Building  
15 New Sudbury Street  
Tel. 617-522-5400  
Area Director - Walter Rasmussen, Jr.

NEW HAMPSHIRE, MANCHESTER 03101  
Courthouse Building  
123 Elm Street  
Tel. 603-624-8200  
Area Director - Chester S. Fletcher

**INSURING OFFICES**

MAINE, BANGOR 04401  
Federal Building and Post Office  
202 Harrison Avenue  
Post Office - Box 1342  
FTS Tel. 207-742-6231  
Commercial Number 642-8211  
DIRECTOR - Frank M. Johnson

RHODE ISLAND, PROVIDENCE 02803  
230 Post Office Annex  
Tel. 401-529-4231  
DIRECTOR - Dennis J. McCabe

VERMONT, BURLINGTON 05401  
Post Office Building  
150 Main Street  
Post Office - Box 1000  
FTS Tel. 802-862-6214  
Commercial Number 862-6200  
DIRECTOR - Louis F. See Jr.

**REGION II**

Regional Administrator  
S. William Crump  
78 Franklin Plaza, Room 2640  
New York, New York 10007  
Tel. 212-264-8000

**AREA OFFICES**

NEW JERSEY, CAMDEN 08102  
The Portman Building  
110 Front Street  
FTS Tel. 201-963-7201  
Commercial Number 862-2941  
Area Director - Philip G. Soder

NEW JERSEY, NEWARK 07102  
Compton I Building  
Raymond Plaza  
Tel. 201-645-2010  
Area Director - James P. Shaeffer

NEW YORK, BUFFALO 14202  
Central Building  
580 Main Street  
Tel. 716-824-2510  
Area Director - Frank D. Cesare

NEW YORK, NEW YORK 10007  
120 Church Street  
Tel. 212-264-7070  
Area Director - Joseph D. McCormick (Acting)

**COMMONWEALTH AREA OFFICE**

PUERTO RICO, SAN JUAN 00936  
295 Puerto de Leon Avenue  
Post Box Puerto Rico  
Shipping Address  
G Post Office Box 3800  
San Juan, Puerto Rico  
FTS Tel. 787-263-1221 - 100  
extension for 8226001, 8226002  
Washington, D.C. - via Code 106  
82260001 or 82260011  
Commercial Number 809-765-0000  
Area Administrator -  
Jose E. Tellez (Acting)

**INSURING OFFICES**

NEW YORK, ALBANY 12206  
Werner Park  
20 Russell Road  
Tel. 518-477-3517  
DIRECTOR - Robert J. West (Acting)

NEW YORK, HEMPSTEAD 11801  
175 Fulton Avenue  
Tel. 516-485-5000  
DIRECTOR - Michael Leon (Acting)

**REGION III**

Regional Administrator  
Thomas A. Reid  
Curtis Building  
6th and Walnut Streets  
Philadelphia, Pennsylvania 19106  
Tel. 215-567-7500

**AREA OFFICES**

DISTRICT OF COLUMBIA,  
WASHINGTON 20008  
Universal North Building  
1875 Connecticut Ave., N.W.  
Tel. 202-327-4656  
Area Director - Harry H. Stoller (Acting)

MARYLAND, BALTIMORE 21201  
Two Phoenix Plaza  
Marionette Suite and Third Building  
Tel. 301-967-7171  
Area Director - Alan T. Capp

PENNSYLVANIA, PHILADELPHIA 19106  
Curtis Building  
605 Market Street  
Tel. 215-567-7000  
Area Director - Joseph A. LaGore (Acting)

PENNSYLVANIA, PITTSBURGH 15213  
Two Allegheny Center  
Tel. 412-264-2602  
Area Director - Charles J. Lissane

VIRGINIA, RICHMOND 23218  
101 East Franklin Street  
Tel. 804-382-2771  
Area Director - Carter A. Mann

**INSURING OFFICES**

DELAWARE, WILMINGTON 19801  
Farmers Bank Building, 14th Floor  
818 Market Street  
FTS Tel. (302) 423-1221  
DIRECTOR - Henry McC. MacPherson, Jr.

WEST VIRGINIA, CHARLESTON 25301  
New Federal Building  
500 Capitol Street  
Post Office Box 2943  
FTS Tel. (304) 343-1221  
Commercial Number 343-8111  
DIRECTOR - H. Williams Rogers

**SPECIAL RECOVERY OFFICE**

SCRANTON, PENNSYLVANIA 18503  
Lackawanna County Building  
Service and Adams Avenue  
Tel. 717-348-7262  
DIRECTOR - James D. Conant

**REGION IV**

Regional Administrator  
1 Lower Main  
Post Office Box 2449  
100 Seventh Street, N.E.  
Atlanta, Georgia 30323  
Tel: 404/575-5245

**AREA OFFICES**

ALABAMA, BIRMINGHAM 35233  
Central Building  
16 South 20th Street  
Tel: 205/227-4247

AREA DIRECTOR - Jim Bell Furr

FLORIDA, JACKSONVILLE 32204  
Penobscot Plaza  
801 Hemming Avenue  
Tel: 904/731-3026

AREA DIRECTOR - Forrest W. Howell

GEORGIA, ATLANTA 30303  
Meridian Union Building  
220 Peachtree Street, N.W.  
Tel: 404/575-4247

AREA DIRECTOR -  
William A. Harrison, Jr. Murray

KENTUCKY, LOUISVILLE 40201  
Cincinnati National Building  
801 South Fourth Street  
Post Office Box 1034

Tel: 502/587-5751  
AREA DIRECTOR -  
Vernon G. Kennedy

MISSISSIPPI, JACKSON 39012  
101 First Street Jackson MS  
205 DeSoto Street, Room 800  
FTS Tel: 601/324-7387

Commercial Number: 308-2634  
AREA DIRECTOR - James S. Ross

NORTH CAROLINA, GREENSBORO 27408  
207 West Church Street  
Residence Plaza

FTS Tel: 919/275-8261

Commercial Number: 275-8711

AREA DIRECTOR - Richard B. Barnes

SOUTH CAROLINA, COLUMBIA 29202  
1601 Main Street

Post Office Box 5400

Area Director - John M. Martz

AREA DIRECTOR - Clinton G. Brown

TENNESSEE, KNOXVILLE 37901  
One Franklin Building

1111 Rainey Street

FTS Tel: 615/224-4651

Commercial Number: 544-8571

Area Director - George G. Davis

**INSURING OFFICES**

FLORIDA, CORAL CABLES 33134  
2001 Florida Ave., 1st Floor

FIS Tel: 305/250-6771

Commercial Number: 445-2501

DIRECTOR - Louis T. Stowe Murray

FLORIDA, TAMPA 33605  
4274 26th Street, Ground Floor

Post Office Box 334245

Tel: 813/228-2661

DIRECTOR - E. Wayne Seeger

TENNESSEE, MEMPHIS 38103  
2801 Poplar, 10th Floor, Room 3000

Tel: 901/634-2147

DIRECTOR - Sylvan G. Reiss, Jr. Murray

TENNESSEE, NASHVILLE 37202  
1210 Main Street Building

3rd Flr., Post Office Box 3021

DIRECTOR - George H. Grapen

**REGION V**

Regional Administrator  
George J. Venardos  
200 South Michelin Drive  
Chicago, Illinois 60601  
Tel: 312/253-5680

**AREA OFFICES**

ILLINOIS, CHICAGO 60602  
17 North Dearborn Street  
Tel: 312/253-7600

AREA DIRECTOR - John L. Maron

INDIANA, INDIANAPOLIS 46205  
Westmoreland Building  
4700 Euclid Avenue  
Tel: 317/222-7181

AREA DIRECTOR - Charles Edwards Murray

MICHIGAN, DETROIT 48226  
Six Floor, First National Building  
401 Woodward Avenue

Tel: 313/226-7900

AREA DIRECTOR - John E. Karr Murray

MINNESOTA, MINNEAPOLIS ST. PAUL  
Graybar Building  
1801 University Avenue  
St. Paul, Minnesota 55104  
Tel: 612/755-4221

AREA DIRECTOR - Thomas T. Penney

OHIO, COLUMBUS 43215  
60 East Main Street  
Tel: 614/460-7240

AREA DIRECTOR - Elmer C. Beckard Murray

WISCONSIN, MILWAUKEE 53203  
244 North 4th Street  
Tel: 608/224-2220

AREA DIRECTOR - Richard A. Kaiser Murray

**INSURING OFFICES**

ILLINOIS, SPRINGFIELD 61701  
Loyola Tower Plaza

224 East Monroe Street, Room 800

Tel: 312/456-4814

DIRECTOR - Boyd C. Larson

MICHIGAN, GRAND RAPIDS 49503  
Farmers Building Number II  
2027 Fulton Avenue, N.E.

Tel: 616/456-7276

DIRECTOR - Arthur Roven

OHIO, CINCINNATI 45202  
Federal Office Building

550 Main Street, Room 2000

Tel: 513/384-2884

DIRECTOR - Charles Carlson Murray

OHIO, CLEVELAND 44199  
Fisher Building

1949 East 9th Street

Tel: 216/527-4903

DIRECTOR - Charles F. Larson

TEXAS, PORT ARTHUR 77642  
219 Taylor Street

Firm 12401 Federal Building

Tel: 409/934-3730

DIRECTOR - Richard W. Hauseman

TEXAS, HOUSTON 77046  
1400 Commerce Plaza East, Suite 700

Tel: 713/226-4235

DIRECTOR - William A. Painter

TEXAS, LUBBOCK 79420

Cactus Building and Farmers Office Building

1205 Texas Avenue

Firm Office Box 3447

Tel: 806/747-2205

DIRECTOR - James D. Smith

DIRECTOR - Jim B. Larson

**REGION VI**

Regional Administrator  
Richard C. Morgan  
1000 19th Street, New Haven Federal Building  
1100 Congress Avenue  
Austin, Texas 78701  
Tel: 512/449-7481

**AREA OFFICES**

ARKANSAS, LITTLE ROCK 72201

Region 1400, Little Rock National Bank

Tel: 501/319-5401

AREA DIRECTOR - Thomas F. Barber

LOUISIANA, NEW ORLEANS 70112

Papa Tamm

1001 Howard Avenue

Tel: 504/527-2800

AREA DIRECTOR - Thomas J. Amerson

OKLAHOMA, OKLAHOMA CITY 73102

201 North Hudson Street

FIS Tel: 405/221-4811

Commercial Number: 225-0511

AREA DIRECTOR - Robert H. Braden

TEXAS, DALLAS 75202

2001 Bryan Street, 4th Floor

Tel: 214/349-5801

AREA DIRECTOR - Manuel Sanchez III

TEXAS, SAN ANTONIO 78205

Kingsbury Building

410 Commerce Avenue

FBI Office Box 2182

FIS Tel: 512/229-4221

Commercial Number: 225-0511

AREA DIRECTOR - Faust E. Jolly

INSURING OFFICES

LOUISIANA, SHREVEPORT 71101

514 North Brewster Building

475 Main Street

FIS Tel: 318/229-6001

Commercial Number: 425-1241

DIRECTOR - Rudy Langford

NEW MEXICO, ALBUQUERQUE 87101

825 Tremont Street, N.E.

Tel: 505/266-3251

DIRECTOR - Luther C. Blankenship

OKLAHOMA, TULSA 74152

1201 Utica Street

FBI Office Box 4094

Tel: 918/581-3435

DIRECTOR - Robert H. Gardner

TEXAS, PORT ARTHUR 77642

219 Taylor Street

Firm 12401 Federal Building

Tel: 409/934-3730

DIRECTOR - Richard W. Hauseman

TEXAS, HOUSTON 77046

1400 Commerce Plaza East, Suite 700

Tel: 713/226-4235

DIRECTOR - William A. Painter

TEXAS, LUBBOCK 79420

Cactus Building and Farmers Office Building

1205 Texas Avenue

Firm Office Box 3447

Tel: 806/747-2205

DIRECTOR - James D. Smith

DIRECTOR - Jim B. Larson

#### REGION VII

Regional Administrator  
Carter F. Saypol  
Federal Office Building, Room 300  
111 Wabash Street  
Kansas City, Missouri 64106  
Tel. (816) 224-2661

#### AREA OFFICES

KANSAS, KANSAS CITY 66101  
Two Coffey Street  
4th and Main Street  
Tel. (816) 224-4354  
AREA DIRECTOR: William R. Southland

MISSOURI, ST. LOUIS 63101  
210 North 17th Street  
Tel. (314) 623-4762  
AREA DIRECTOR: Fred D. Turner  
NEBRASKA, OMAHA 68102  
Jensen Building  
7100 West Century Road  
Tel. (402) 223-8200  
AREA DIRECTOR: Guy J. Bush

#### INSURING OFFICES

IOWA, DES MOINES 50309  
710 Market Street  
Room 210 Federal Building  
Tel. (515) 284-4512  
DIRECTOR: Ned Rubin  
KANSAS, TOPEKA 66603  
700 Nevada Avenue  
Tel. (316) 231-8241  
DIRECTOR: Jim Hall (Acting)

#### REGION VIII

Regional Administrator  
Robert C. Higginson  
Federal Building  
1901 Seven Street  
Denver, Colorado 80202  
Tel. (303) 817-4887

#### INSURING OFFICES

COLORADO, DENVER 80202  
800 16th Street Building  
800 16th Street  
Tel. (303) 817-2411  
DIRECTOR: Joseph G. Wagner

MONTANA, HELENA 59601  
801 Helena Avenue  
Tel. (406) 447-3717  
DIRECTOR: George E. Farn

NORTH DAKOTA, FARGO 58102  
Federal Building  
501 3rd Avenue N  
Post Office Box 2480  
Tel. (701) 227-5426  
DIRECTOR: Duane R. Loring

SOUTH DAKOTA, SIOUX FALLS 57102  
119 Federal Building U.S. Courthouse  
400 S. Phillips Avenue  
P.O. Box 7277  
Commercial Number: 336-2980  
DIRECTOR: Preston L. Remondino  
UTAH, SALT LAKE CITY 84111  
178 South Main Street  
Post Office Box 11000  
Tel. 801-328-5320  
DIRECTOR: J.C. Remondino

WYOMING, CASPER 82601  
Federal Office Building  
100 East 8 Street  
Post Office Box 1882  
415 Tel. (307) 235-3255  
Commercial Number: 266-8858  
DIRECTOR: Marshall F. Elbert (Acting)

**REGION IX**

Regional Administrator  
Robert H. Harts  
450 California Street  
Post Office Box 30911  
San Francisco, California 94152  
Tel: (415) 550-4752

**AREA OFFICES**

CALIFORNIA, LOS ANGELES 80051  
2600 Wilshire Boulevard  
Post Office Box 30701  
Tel: (213) 688-5071  
AREA DIRECTOR - Robert C. Corbett (Area)

CALIFORNIA, SAN FRANCISCO 84111  
1 Transamerica Center  
Box 1600  
Tel: (415) 550-2730  
AREA DIRECTOR - James W. Price

**INSURING OFFICES**

ARIZONA, PHOENIX 85001  
344 West Central Road  
Post Office Box 1346  
FTS Tel: (602) 261-4814  
Commercial Number: 261-4841  
DIRECTOR - Merrill R. Scott

CALIFORNIA, SACRAMENTO 85801  
801 I Street  
Post Office Box 1818  
Tel: (916) 440-3471  
DIRECTOR - Robert D. Chamberlain

CALIFORNIA, SAN DIEGO 82112  
119 West C Street  
Post Office Box 2648  
Tel: (714) 291-5210  
DIRECTOR - Alvin E. Johnson

CALIFORNIA, SANTA MONICA 82781  
3440 East First Street  
FTS Tel: (213) 875-2450  
Commercial Number: 27141 826-2450  
DIRECTOR - Robert L. Simpson

HAWAII, HONOLULU 96813  
1000 Bishop Street, 10th Floor  
Post Office Box 2117  
FTS Tel: (415) 555-2020 and ext  
Reserve No: 847-2135  
Commercial Number: 846-2136  
DIRECTOR - Alvin H. Fung

NEVADA, RENO 89506  
1050 Burns Street  
Post Office Box 4700  
Tel: (702) 884-6256  
DIRECTOR - Marvin T. Gershaw

**REGION X**

Regional Administrator  
Oscar P. Franssen  
Arco Plaza Building  
1221 Second Avenue  
Seattle, Washington 98101  
Tel: (206) 462-5415

**AREA OFFICES**

OREGON, PORTLAND 87204  
820 Southwest 10th Avenue  
Tel: (503) 223-2000  
AREA DIRECTOR - Robert H. Danison

WASHINGTON, SEATTLE 88101  
Arco Plaza Building  
1371 Second Avenue  
Tel: (206) 462-5415  
AREA DIRECTOR - Marshall D. Adams

**INSURING OFFICES**

ALASKA, ANCHORAGE 88601  
334 West 14th Avenue  
FTS Tel: (907) 272-6150 and 800  
Reserve No: 265-4780  
Commercial Number: (907) 272-5861 Ext. 781  
DIRECTOR - James T. Hartley

IDAHO, BOISE 83701  
301 Idaho Street  
Post Office Box 25  
FTS Tel: (208) 342-7722  
Commercial Number: 342-2111  
DIRECTOR - Charles L. Haller, Jr.

WASHINGTON, SPOKANE 83201  
West 820 Washington Avenue  
Tel: (509) 456-4571  
DIRECTOR - E. Daryl Meese

APPENDIX D

LETTER OF NOTICE  
MILITARY PERSONNEL  
Government Services Rate

DATE \_\_\_\_\_

PARCEL NO. \_\_\_\_\_

LOCATION \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear:

Pursuant to Sections 202, 203 and 204 of the Act of Congress approved January 2, 1971, (Public Law 91-648; 84 Stat. 1894) you may be entitled to reimbursement of actual reasonable moving expenses and actual direct losses of personal property resulting from such move, the choice of an alternate payment if the above property is used in a business or farm operation, and a replacement housing payment if the above property was occupied by you as a dwelling. You will become entitled to such reimbursement upon acquisition of the above property by the United States for which an Agreement for Purchase, executed by the Government on \_\_\_\_\_, has been made.

An application for such reimbursement and/or payments and a voucher are enclosed. If you wish to request such reimbursement and/or payments the application must be filed within six months from the date of acquisition of the property or within six months from the date the property is vacated, whichever is later, with the following exceptions. If you are moving to a comparable replacement dwelling which is decent, safe and sanitary, the application may be filed within six months from the date of occupancy thereof, provided you have purchased and occupied the replacement dwelling within one year from the date of final payment for the above property, or one year from the date you moved therefrom whichever is later, if you have moved to temporary quarters pending completion of construction of the replacement dwelling, which is decent, safe and sanitary, the application may be filed within six months from date of completion of construction, provided you occupy the replacement dwelling upon completion of construction. If you conducted a business or farm operation and are continuing same at another location, the application may be filed within six months from date of occupancy of replacement site. The application must be completed in full. In the voucher there need only be included, in the column marked "amount," the total amount requested and the signature of the applicant on the line marked "paper."

In order that you may send completed application and voucher to this office, an addressed envelope that requires no postage is enclosed.

Sincerely yours,

12D-1

APPENDIX E

PRELIMINARY RELOCATION DATA FORM		Report Control Number	
PART I - PROSPECTIVE APPLICANT DATA			
1. PROJECT			
2. RELOCATION ASSISTANCE REPRESENTATIVE		3. APPLICATION NO.	
4. PROSPECTIVE APPLICANT		5. SPOUSE AND OTHER DEPENDENTS	
NAME:	AGE:	NAME	RELATIONSHIP
			AGE
6. ADDRESS:			
PART II - PROPERTY ACQUISITION DATA			
7. TRACT NO.	8. BRIEF DESCRIPTION OF PROPERTY ACQUIRED		
9. DATE NEGOTIATIONS INITIATED		10. DATE POSSESSION REQUIRED	
11. APPLICANT FURNISHED INFORMATION BROCHURE		12. APPLICATION ANTICIPATED	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13. INTEREST HELD BY APPLICANT			
<input type="checkbox"/> OWNER <input type="checkbox"/> TENANT			
14. INTEREST ACQUIRED BY THE GOVERNMENT		<input type="checkbox"/> TENANT	<input type="checkbox"/> FEE
15. APPLICANT RESIDES ON PROPERTY		<input type="checkbox"/> FEE	<input type="checkbox"/> LEASE
<input type="checkbox"/> YES <input type="checkbox"/> NO		16. EXPLAIN (Item 15)	
17. DWELLING OCCUPIED	DATE	18. NATURE OF BUSINESS ACQUIRED (Describe)  <input type="checkbox"/> PROFIT <input type="checkbox"/> NON PROFIT	
BUSINESS COMMENCED			
FARM OPERATION COMMENCED			
PART III - PROPERTY TO BE RELOCATED			
TITLE		BRIEF DESCRIPTION	
		QUANTITY	VALUE
19. HOUSEHOLD FURNISHINGS			
20. BUSINESS EQUIPMENT AND FIXTURES			
21. FARM EQUIPMENT			
22. LIVESTOCK			
23. MISCELLANEOUS (Explain)			
24. SITE OF PROPOSED RELOCATION		25. MILES FROM PRESENT SITE	

PART IV - REMARKS

List of attachments (if any)

DATE	NAME AND TITLE	SIGNATURE

## APPENDIX F

FORM APPROVED U.S.D. NO. 80-1070

### APPLICATION FOR REIMBURSEMENT OF EXPENSES INCIDENTAL TO CONVEYANCE OF REAL PROPERTY

Items 1, 2 and 3 to be completed by agency.

1. PROJECT

2. AGENT'S NAME AND ADDRESS (Include ZIP code)

3. IDENTIFICATION NO.

#### INSTRUCTIONS

Title III of Public Law 91-646 provides for reimbursement of expenses incurred by owner(s) of property for costs incurred incidental to conveyance of their real property. The following is a list of items for which you may claim reimbursement. Please show amount for Items 5A through 5F as appropriate and date and sign Items 6A through 6D. The amount shown by you must be validated by copy of appropriate receipts.

4. LOCATION OF REAL PROPERTY ACQUIRED

5A. ADDRESS (Include ZIP code)

5B. OTHER IDENTIFICATION, AS APPROPRIATE

AC. NAME(S) OF  
OWNER(S) ► 11

12

5. INCIDENTAL EXPENSES

6A. RECORDING FEES ► 8

6B. TRANSFER TAXES ►

6C. PENALTY COSTS (for nonpayment of pre-existing recorded mortgage) ►

6D. PRORATION OF TAXES PAID WHICH ARE ALLOCABLE TO A PERIOD SUBSEQUENT  
TO VESTING OF TITLE IN THE AGENCY OR EFFECTIVE DATE OF POSSESSION BY  
THE AGENCY, WHICHEVER IS EARLIER. ►

6E. OTHER (Listed)

F. TOTAL AMOUNT (Sum of Items 5A through 12)

► 9

I (We) CERTIFY under the penalties and provisions of U.S.C. Title 18, Sections 286, 287, and 1001, and any other applicable law, that the claim and information submitted herewith have been submitted by me (us) and are true, correct, and complete. I (We) further certify that I (we) have not submitted any other claim for, or received, reimbursement or compensation from any other source for any sum of such claim, and that any receipts submitted herewith accurately reflect rents actually received.

G. SIGNATURE

SA. SIGNATURE	SB. DATE	SC. SIGNATURE	SD. DATE
---------------	----------	---------------	----------

H. PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S.C. Title 18, 1001, provides: "Whoever, in any manner within the jurisdiction of any Department or agency of the United States knowingly and wilfully falsifies . . . or makes any false, fictitious or fraudulent statement or representation, or writes or uses any letter, writing or document bearing the name of another person, knowing or懷疑 the statement or writing to be false, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

FEDERAL STANDARD FORM 200 11-191  
10-4000, 6/66, GSA GEN. REG. 20-10-66

12F-1

245

12G

APPENDIX G

FORM APPROVED: D.A.R. 10-20-70

**QUALIFICATION STATEMENT FOR BENEFITS UNDER PUBLIC LAW 91-648 - OWNED DWELLING**

Items 1, 2 and 3 to be completed by agency.  
1. PROJECT

2. AGENCY NAME AND ADDRESS (include ZIP code)	3. IDENTIFICATION NO.
-----------------------------------------------	-----------------------

**NOTICE:** Complete this form carefully and accurately. This information will be used in processing your application for relocation payments.

**4. DWELLING ACQUIRED**

4A. NAME OF OWNER	4B. PRESENT ADDRESS OF OWNER (include ZIP code)	4C. DATE YOU MOVED INTO PRESENT DWELLING
111	111	111
121	121	121

4D. ADDRESS OF PROPERTY ACQUIRED (include ZIP code)

5. AT THE TIME YOU RECEIVED THE WRITTEN OFFER TO PURCHASE THE DWELLING AT THE ADDRESS SHOWN IN ITEM 4B ABOVE,  
WAS THE DWELLING OWNED AND OCCUPIED AS YOUR PERMANENT RESIDENCE?

5A. DATE DWELLING FIRST  
OCCUPIED BY YOU

5B. DATE DWELLING  
VACATED BY YOU

YES (if "YES", complete item 5a) ►

NO (if "NO", complete items 5a and 5b) ►

5C. AT THE TIME OF ACQUISITION, WAS THE DWELLING AT THE ADDRESS SHOWN IN ITEM 4B ABOVE, DESIGNATED AS YOUR  
PERMANENT RESIDENCE?

YES (if "YES", complete item 5c/5d) ►

5C. (i) DATE DWELLING FIRST OCCUPIED  
BY YOU

NO (if "NO", complete item 5c/5d) ►

5C. (ii) DATE DWELLING VACATED BY YOU ►

The above information is true, correct and complete to the best of my(our) knowledge and belief.

**6. OWNER(S)**

6A. SIGNATURE	6B. DATE	6C. SIGNATURE	6D. DATE
---------------	----------	---------------	----------

PROFESSOR STANWOOD FORM 201 (1-70)  
64-1111, 10-19-62, 10-19-62

APPENDIX H

FORM APPROVED G.M.S. NO. 88-0012

**QUALIFICATION STATEMENT FOR BENEFITS UNDER PUBLIC LAW 91-648 - TENANTS AND CERTAIN OTHERS**

Items 1, 2 and 3 to be completed by agency.

C. PROJECT

1. AGENT'S NAME AND ADDRESS (include ZIP code)

2. IDENTIFICATION NO.

**NOTICE:** Complete this form carefully and accurately. This information will be used in processing your application for relocation payments.

3A. NAME	3B. PRESENT ADDRESS (include ZIP code)	3C. DATE MOVED INTO PRESENT DWELLING
1A	1B	1C
2A	2B	2C

4D. ADDRESS FROM WHICH MOVED (include ZIP code)

5. DID YOU OWN, OR RENT, THE DWELLING AT THE ADDRESS SHOWN IN ITEM 3D ABOVE?

OWN (if "DRA", complete item 3A)

RENT (if "RENT", complete item 3B)

5A. AT THE TIME YOU RECEIVED THE WRITTEN OFFER TO PURCHASE THE DWELLING AT THE ADDRESS SHOWN IN ITEM 3D ABOVE,  
WAS THIS DWELLING OWNED AND OCCUPIED AS YOUR PERMANENT RESIDENCE?

5A. (i) DATE DWELLING FIRST OCCUPIED BY YOU

5A. (ii) DATE DWELLING VACATED BY YOU

YES ► ►

NO ► ►

5B. WAS THE DWELLING AT THE ADDRESS SHOWN IN ITEM 3D ABOVE, OCCUPIED AS YOUR PERMANENT RESIDENCE?

5B. (i) DATE DWELLING FIRST OCCUPIED BY YOU

5B. (ii) DATE DWELLING VACATED BY YOU

YES ► ►

NO ► ►

The above information is true, correct and complete to the best of my(our) knowledge and belief.

6. TENANT(S)

6A. SIGNATURE	6B. DATE	6C. SIGNATURE	6D. DATE
---------------	----------	---------------	----------

PROPOSED STANDARD FORM 202 11-71  
GSA GEN. REG. NO. 12123, 10-10-1968

## APPENDIX I

FORM APPROVED D.O.A. NO. 50-50182

### QUALIFICATION STATEMENT FOR BENEFITS UNDER PUBLIC LAW 95-646 MOVING EXPENSES FOR BUSINESS OR FARM OPERATION

Item 1, 2 and 3 to be completed by agency.  
1. PAYMENT

2. AGENCY NAME AND ADDRESS (Include ZIP code)

3. IDENTIFICATION NO.

**NOTICE:** Complete this form carefully and accurately. This information will be used in processing your application for relocation payments.

#### 4. LOCATION AND OWNERSHIP OF BUSINESS OR FARM ACQUIRED

4A. BUSINESS

4B. BUSINESS

(I) NAME(S) OF OWNER(S)	(II) ADDRESS(ES) OF OWNER(S) (Include ZIP code(s))

4B. Farm

(I) NAME(S) OF OWNER(S)	(II) ADDRESS(ES) OF OWNER(S) (Include ZIP code(s))

5. AT THE TIME OF ACQUISITION WAS THERE A DWELLING OR LIVING QUARTERS AT THE ADDRESS OR LOCATION DESCRIBED IN ITEMS 4A OR 4B ABOVE, WHICH YOU SLEPTED AS YOUR PERMANENT RESIDENCE? (If "YES", check Item 1A or 1B)

YES       NO

5A.  OWNER    5B.  TENANT

6. HAVE YOU RELOCATED YOUR BUSINESS OR FARM OPERATION?

YES (If "YES", complete Item 6A)     NO (If "NO", complete Item 6B)

6A. YOUR NEW ADDRESS (Include ZIP code)

6B. DO YOU PLAN TO:

- RELOCATE  
 DISCONTINUE

The above information is true, correct and complete to the best of my (our) knowledge and belief.

7. APPLICANT(S)			
TA. SIGNATURE	TE. DATE	TC. SIGNATURE	TD. DATE

PROPOSED STANDARD FORM DA 21-111  
DEPARTMENT OF DEFENSE CONTRACTING

APPENDIX J

FORM APPROVED: GSA GEN. REG. NO. 28-1010

APPLICATION FOR MOVING COSTS AND RELATED EXPENSES - FAMILIES AND INDIVIDUALS

Items 1, 2, 3 to be completed by agency

1. PREVIOUS

2. AGENCY NAME AND ADDRESS (Include ZIP code)

3. IDENTIFICATION NO.

INSTRUCTIONS:

Before completing this application you must determine whether or not you wish to receive payment for ACTUAL MOVING EXPENSES or a FIXED PAYMENT (including a relocation allowance). You should consult with the agency relocation representative before making this decision. If the application is for a FIXED PAYMENT, complete all items except item 9, 10 and 12. If the application is for ACTUAL MOVING EXPENSES incomplete all items except Item 8. If an item does not apply write NA in the space. See reverse for allowable and non-allowable expenses.

4. NAME(S) OF APPLICANT(S)

5. ADDRESS (Street, ZIP code)	6. RELOCATION REBATE AMT. (\$) (\$)	7. RELOCATE ALLOWANCE AMT. (\$) (\$)	8. TOTAL PAYMENT AMT. (\$)	9. DATE RECEIVED (\$)
S. FROM WHICH YOU MOVED			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
S. TO WHICH YOU MOVED				

\* Excluding deductible fuel charges and allowances

10. TYPE OF PAYMENT CLAIMED

FIXED PAYMENT  ACTUAL EXPENSES

11. AMOUNT OF FIXED PAYMENT

\$

12. MOVING AND RELATED EXPENSES - ACTUAL COST BASIS

13. TYPE OF MOVE  SELF  COMMERCIAL

14. MOVING COSTS (If nonapplicable)

15. TRANSPORTATION COSTS - FAMILIES & INDIVIDUALS (If nonapplicable)

16. STORAGE COSTS (Must be approved or disallowed by agency)

17. OTHER (Indicate)

18. TOTAL (Sum of Items 10 through 17)

19. I do not claim and represent the attached document is my original copy.

20. AMOUNT OF REBATE (Refer to my)

21.  I have paid the moving company for moving expenses and storage expenses as indicated on the attached detailed statement. I have the original estimate, storage company or other contractor, and have therefore signed hereto.

22.  I have not used the moving company for moving expenses and storage expenses, and I have indicated that the attached statement reflects the amount paid to the moving company or other contractor, in accordance with arrangements made on personal, oral word of mouth basis. Between the agency and the moving company, there has been no written agreement.

23.  I hereby request and declare that the amounts paid for moving and storage expenses, as indicated above, are paid directly to me, in accordance with the arrangements made at this time, and with no agent, contractor, or other party involved, and that the moving company or other contractor has not received any compensation from me.

24. I CERTIFY under penalties of perjury of U.S.C. Title 18, Sec. 1001, and any other applicable law, that this application and information herein have been examined by me and are true, correct and complete. I further certify that I have not held any other application for a relocate, reimbursement or compensation from any other source for any type of fixed or actual moving cost incurred by this application and that any held or ongoing submitted application for fixed or actual moving costs is fully accounted for and moving services actually performed and of the total costs actually incurred.

25. APPLICANT(S)

NAME, MIDDLE NAME, TEL. NO., M.F., SIGNATURE

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, 1001, provides "Whosoever, on any matter wherein the several laws of the United States or of any State, Territory or District, or of the District of Columbia, or of the District of Columbia, or of any territory or place subject to the jurisdiction of the same, so corruptly omits to perform any duty, or makes any false, fictitious or fraudulent statement or report, or conceals and omits any material fact, to induce or influence or to defraud, in any manner, another in the transaction of any business, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

PROPOSED STANDARD FORM 24-11-11  
GSA GEN. REG. NO. 28-1010

12. STORAGE COSTS AND RELATED DATA			
DATE PROPERTY MOVED FROM:	12a. NAME AND ADDRESS OF STORAGE COMPANY: Storage ZIP code:	12b. TELE- PHONE NO.	
12c. EQUIPPED OR UN_EQUIPPED TO STOREAGE	12d. STORAGE TO IN- CLUDING SHELL-		
STORAGE COSTS (Instructions for form 80)			

#### MOVING AND RELATED EXPENSES

##### A. ALLOWABLE MOVING EXPENSES

1. Transportation of household, business, and personal property from the residence or to the replacement site, not to exceed a distance of 50 miles, except where the dislocating agency determines it is reasonable beyond this 50 mile area to provide.
2. Removal and transporting, crating and uncrating of personal property.
3. Storage of personal property for a period generally not to exceed twelve months, where circumstances necessitate the retaining of property.
4. Insurance premiums for loss in and damage of personal property.
5. Property lost, stolen, or damaged that caused by the fault or negligence of the displaced person, his agent or employee, or the grantees of income, before insurance or other just loss or damage is paid.

##### B. NONALLOWABLE MOVING EXPENSES

1. Additional expenses incurred because of moving of a new residence.
2. Cost of moving executives or other employees in whom the dislocating agency retains ownership.
3. Improvements to the replacement site, except when required by law.
4. Interest on loans to cover moving expenses.
5. Personal injury.
6. Cost of relocating the individual for moving and related personnel.
7. Payment for losses cost in connection with releasing a valuable item being moved.

PROPOSED STANDARD FORM 204 11-101-1962  
SERIAL 6159-011, APPROXIMATELY 1000

APPENDIX E

FORM APPROVED GSA GEN. REG. NO. 2710-1000

**APPLICATION FOR REPLACEMENT HOUSING PAYMENT FOR TENANTS AND CERTAIN OTHERS**

Items 1, 2, and 3 to be completed by agency.

1. PROJECT

2. AGENCY NAME AND ADDRESS (include ZIP code)      3. IDENTIFICATION NO.

**INSTRUCTIONS:** 1. **Purchased dwelling** - If you have purchased a dwelling unit, complete items 4 thru 8 on this application. Attach copy of Offer to Purchase and Closing statement.  
 2. **Rental unit** - If you have moved into a rental unit, complete items 4, 5, and 8. Attach Copy of Lease or rent receipts.  
 3. **Dwelling temporarily destroyed** - If you are a homeowner temporarily displaced because of code enforcement or voluntary rehabilitation, complete items 4, 5 and 8. Attach Copy of Lease or rent receipts.

4. NUMBER OF APPLICANTS

SA. DWELLING FROM WHICH YOU MOVED	SB. DWELLING TO WHICH YOU MOVED
(1) ADDRESS Street ZIP Area	
(2) MONTHLY RENTAL*..... ► \$	► \$
(3) APT. FLOOR OR ROOM NO. (if applicable) ►	
(4) DATE MOVED IN..... ►	►
(5) DATE MOVED OUT..... ►	►
(6) TOTAL NUMBER OF ROOMS..... ►	►
(7) NUMBER OF BEDROOMS..... ►	►
Items 4 and 5 to be completed only if part of regular monthly rent.	
	SB. DOWN PAYMENT
	SB. DATE OF PURCHASE OF REPLACEMENT DWELLING

T. EXPENSES INCIDENTAL TO PURCHASE		
(8) LEGAL COSTS..... ► \$	(9) CERTIFICATION FEE..... ► \$	
(10) TITLE SEARCH FEES POLICY OR ABSTRACT..... ►	(11) CREDIT REPORT FEE..... ►	
(12) NOTARY FEE..... ►	(13) ESCROW FEE..... ►	
(14) SURVEY COSTS..... ►	(15) TRANSFER TAXES..... ►	
(16) RECORDING FEE..... ►	(17) OTHER (If applicable)..... ►	
(18) LENDER'S APPRAISAL FEE..... ►		
(19) FHA APPLICATION FEE..... ►	(20) TOTAL (See Item 21)..... ► \$	

I (We) under penalties and provisions of Title 18, United States Code, Sections 285, 287, 1301 and any other applicable law, that the information submitted herewith have been examined by me/us) and are true, correct and complete.

E. APPLICANT(S)			
SA. SIGNATURE	SB. DATE	SC. SIGNATURE	SD. DATE

**PENALTY FOR FALSE OR FRAUDULENT STATEMENT** U.S.C. Title 18, 1301, punishes "Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully levies ... or makes any false, fictitious or fraudulent statements or representations, or parts or parts are taken during or filed before causing the same to escape any legal, fiduciary or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 10 years, or both."

FEDERAL STANDARD FORM 201-17-711  
GSA GEN. REG. NO. 2710-1000

APPENDIX L

FORM APPROVED 5-6-87, 110-20102

**APPLICATION FOR REPLACEMENT HOUSING PAYMENT - HOMEOWNER**

Items 1, 2 and 3 to be completed by agency.

1. PROJECT

2. AGENCY NAME AND ADDRESS (Include ZIP code)      3. IDENTIFICATION NO.

**Instructions:** Attach copies of Offer to Purchase, Closing Statement, and mortgage or note. List incidental expenses for purchase of replacement dwelling and attach receipts.

**4. DWELLING ACQUIRED**

4A. NAME(S) OF OWNER(S)	4B. ADDRESS(E) OF OWNER(S) (Include ZIP code)	4C. (1)
----------------------------------	-----------------------------------------------------------	------------

**5. DATA OF REPLACEMENT DWELLING**

5A. ADDRESS (Include ZIP code)	5B. RD. OF RENTERS	5C. PURCHASE PRICE
5D. AMT. YOU OCCUPYING DWELLING: <input type="checkbox"/> YES <input type="checkbox"/> NO	5E. DATE OF SETTLEMENT	5F. (DATE) YOU MOVED IN

**6. MORTGAGE - INTEREST DATA**

	ACQUIRED	REPLACEMENT
6A) OUTSTANDING BALANCE OF MORTGAGE (If any)	\$	\$
6B) AMOUNT OF MONTHLY MORTGAGE PAYMENT	\$	\$
6C) ANNUAL INTEREST RATE OF MORTGAGE	%	%
6D) REMAINING NUMBER OF MONTHLY MORTGAGE PAYMENTS		
6E) TERM OF MORTGAGE (Number of Years)		
6F) COST OF POINTS FOR MORTGAGE	\$	\$

**7. MORTGAGE - INCIDENTAL EXPENSES**

	ACQUIRED	REPLACEMENT
7A) LEGAL COSTS	\$	\$
7B) TITLE SEARCH FEE	\$	\$
7C) NOTARY FEE	\$	\$
7D) SURVEY COSTS	\$	\$
7E) RECORDING FEES	\$	\$
7F) LENDER'S APPRAISAL FEE	\$	\$
7G) FHA APPLICATION FEE	\$	\$
7H) CERTIFICATION FEE	\$	\$
7I) CREDIT REPORT FEE	\$	\$
7J) ESCROW FEE	\$	\$
7K) TRANSPOR. FEES	\$	\$
7L) OTHER (Please)	\$	\$

7M) TOTAL, (Sum of items 7A thru 7L)      \$

I (We) certify under penalties and provisions of Title 18, United States Code, Sections 206, 207, 1001 and any other applicable law, that the information submitted herewith have been examined by myself and are true, correct and complete.

**8. SIGNATURE**

8A. SIGNATURE	8B. DATE	8C. SIGNATURE	8D. DATE
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**PENALTY FOR FALSE OR FRAUDULENT STATEMENT.** U.S.C. Title 18, 1001 provides: "Whoever, in any manner within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, or makes any false, fictitious or fraudulent statement or representation, or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years, or both."

504-07-11-010

PROPS 2 STANDARD FORM 214, 11-71  
FEDERAL HOMELAND SECURITY

APPENDIX M

<b>APPLICATION FOR PAYMENT OF MOVING COSTS AND RELATED EXPENSES BUSINESS AND FARM OPERATION</b>	
Form Approved OMB No. 09-0518	

Items 1, 2 and 3 to be completed by agency

1. PROJECT \_\_\_\_\_

2. AGENCY NAME AND ADDRESS (Include ZIP code) \_\_\_\_\_

3. IDENTIFICATION NO. \_\_\_\_\_

**INSTRUCTIONS:** Complete all applicable items on this page and, as appropriate, Schedules A, B, C and D. See reverse side of this form for "allowable" and "nonallowable" expenses.

4. NAME OF CONCERN

4A. PERIOD FILING CLAIM ON BEHALF OF CONCERN		
5A. NAME	5B. ADDRESS (Include ZIP code)	5C. TELEPHONE NO.

5D. TYPE OF BUSINESS (If not a business, go to item 6)	5E. TYPE OF OWNERSHIP (If not a business, go to item 6)
--------------------------------------------------------	---------------------------------------------------------

5F.  GOVERNMENT CONTRACTOR  GOVERNMENT SUBCONTRACTOR

5G.  HIGH-PRIORITY DISASTER RELIEF  STATE EMERGENCY RELIEF  LOCAL EMERGENCY RELIEF  OTHER (Specify) \_\_\_\_\_

5H. LOCATION OR ADDRESS (Include ZIP code) \_\_\_\_\_

5I. DATE OCCUPIED

FROM \_\_\_\_\_ TO \_\_\_\_\_

5A. FROM WHICH YOU MOVED \_\_\_\_\_

5B. TO WHICH YOU MOVED \_\_\_\_\_

5C. PRESENT MAILING ADDRESS (Complete, if different from item 5A or 5B) (Include ZIP code) \_\_\_\_\_

5D. NO CONCERN IN GOVERNMENT BUSINESS	YES <input type="checkbox"/>	NO <input type="checkbox"/>	5E. TYPE OF PAYMENT CLAIMED
---------------------------------------	------------------------------	-----------------------------	-----------------------------

5F. NO CONCERN PLANS TO REESTABLISH

5G.  YES  NO (Complete all items except item 5J)

5H. MOVING AND RELATED EXPENSES

REIMBURSEMENT FOR ACTUAL EXPENSES

5I. MOVING (Actual cost of moving)  5J. STORAG (Actual cost of storing property until moved)

5K. ACTUAL DIRECT LOSSES OF PROPERTY (Actual cost of damaged property)

5L. REASONABLE SEARCH (Actual cost of finding lost property)

5M. TOTAL (Sum of items 5I through 5M)

5N. FIXED PAYMENT  5O. TYPE OF CLAIM (Check one)  INITIAL  REBATE  HYBRID  FINAL

5P. METHOD OF PAYMENT - MOVING AND RELATED EXPENSES

5Q.  I CERTIFY under the penalties and provisions of U.S.C. Title 18, Sec. 1001, and any other applicable law, that this application and information submitted herewith have been examined by me and are true, correct, and complete. I also further certify that I have had, to the best of my knowledge, the concern indicated in item 4 has not submitted any information for, or received, reimbursement or compensation for any costs of loss or expense in this application, that I have had, to the best of my knowledge, the concern indicated in item 4 will not accept reimbursement or compensation from any other source for any loss or expense paid pursuant to this claim, and that my bills or requests submitted herewith accurately reflect moving services actually performed and/or charges actually incurred.

5R. SIGNATURE OF OWNER & PARTNER OR OFFICE #  5S. TITLE & ORGANIZATION  5T. DATE  5U. DATE

5V.  5W.  5X.

**PENALTY FOR FALSE OR FAULOUS STATEMENT.** 18 U.S.C. Title 18, 1001 provides: "Whoever, in any manner makes the submission of any document or agency of the United States knowingly and willfully furnishes, or makes any false, fictitious or fraudulent statement or representation, or makes or uses any false writing or document bearing the same to conceal any fact, knowing or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years." — (b)(1)

PROPOSED STANDARD FORM 147 (1-71)  
GENERAL SERVICES ADMINISTRATION

#### A. ALLOWABLE MOVING EXPENSES

1. Packing, and unpacking, crating and uncrating of personal property.
2. Advertising for packing, crating, and transportation when the displacing agency determines that is necessary.
3. Storage of personal property for a period generally not to exceed twelve months when determined necessary by displacing agency.
4. Insurance premiums for loss to and damage of personal property.
5. Removal and reinstallation of machinery, equipment, appliances, and other items, not acquired as real property. Prior to payment of any expenses for removal and reinstallation of such property, the displaced person shall be required to agree in writing that the property is personal and that the displacing agency is released from any payment for the property.
6. Property lost, stolen, or damaged (not caused by the fault or negligence of the displaced person, his agent or employees), in the process of moving, where insurance to cover such loss or damage is not available.

#### B. ALLOWABLE EXPENSES IN SEARCHING FOR REPLACEMENT BUSINESS OR FARM.

1. Actual travel costs.
2. Extra costs for meals and lodging.
3. Time spent in searching at the rate of the displaced person's salary or earnings, but not to exceed \$10 per hour.
4. Necessary broker, real estate or other professional fees to locate a replacement business or farm operation, subject to prior approval of displacing agency.

#### C. NONALLOWABLE MOVING EXPENSES

1. Additional expenses incurred because of living in a new location.
2. Cost of moving structures or other improvements in which the displaced person retained ownership.
3. Improvements to the replacement site, except when required by law.
4. Interest on loans to cover moving expenses.
5. Loss of good-will.
6. Loss of profit.
7. Loss of trained employees.
8. Personal injury.
9. Cost of preparing the application for moving and related expenses.

**SCHEDULE A: MOVING AND RELATED EXPENSES, INCLUDING STORAGE BUSINESS AND FARM OPERATION**

**INSTRUCTIONS:** Complete this section if reimbursement of compensation is not actual moving expenses for which reimbursement of compensation is not otherwise provided below or if work performed by movers and/or other contractors. Attach acceptable liquid measure(s) and/or other supporting documentation.

		SECTION I - ADVISED EXPENSES SUPPORTING DATA		
		CLASSIFICATION OF MOVERS AND OTHER CONTRACTORS	AMOUNT CLAIMED	AMOUNT APPROVED
MOVING FIRM	NAME OR FIRM ADDRESS	AMOUNT CLAIMED	\$ 0.00	\$ 0.00
STORAGE FIRM	NAME OR FIRM ADDRESS	AMOUNT CLAIMED	\$ 0.00	\$ 0.00

Enter "Total Amount Claimed" on Line 11A of first page of this application.

**SECTION II - STORAGE EXPENSES SUPPORTING DATA**

1. DESCRIPTION OF PROPERTY STORED (check one type of property listed at top of page 1 of this application)

		SECTION II - STORAGE EXPENSES SUPPORTING DATA		
		NAME OF PROPERTY STORED	AMOUNT CLAIMED	AMOUNT APPROVED
1. EQUIPMENT	NAME OR FIRM ADDRESS	AMOUNT CLAIMED	\$ 0.00	\$ 0.00
2. INVENTORY	NAME OR FIRM ADDRESS	AMOUNT CLAIMED	\$ 0.00	\$ 0.00
3. PERSONAL PROPERTY	NAME OR FIRM ADDRESS	AMOUNT CLAIMED	\$ 0.00	\$ 0.00
4. OTHER	NAME OR FIRM ADDRESS	AMOUNT CLAIMED	\$ 0.00	\$ 0.00

Enter "Total Amount Incurred" on Line 11B of first page of this application.

**SCHEDULE B: STATEMENT OF ACTUAL DIRECT LOSSES OF PROPERTY BUSINESS AND FARM OPERATION**

DESCRIPTION OF PROPERTY (List each item separately)		INSTRUCTIONS List each item of property for which an actual direct loss occurred and for which reimbursement is not otherwise provided. Finish the instructions in detail below and attach any separate statement, estimate, statement of value, or other evidence of estimated value or actual price treated for property lost.					
		SCHEDULE B LINE FORM ATTACHED CLAIMANTS Information relating to all losses (\$0.00-\$100,000)					
ID#		DESCRIPTION OF PROPERTY (List each item separately)	AMOUNT FOR WHICH CLAIMANT IS ENTITLED (\$0.00-\$100,000)	EXPLANATION FOR PROPERTY LOSSES (\$0.00-\$100,000)	NET AMOUNT PAID BY CLAIMANT (\$0.00-\$100,000)	AMOUNT CLAIMED (\$0.00-\$100,000)	AMOUNT REIMBURSED (\$0.00-\$100,000)

Enter "Total Amount Claimed" on Line 11C of first page of this application

\*This amount may exceed the recoverable expenses that would have been required to restore civil property.  
**4**

PREPARED BY: [Signature]  
[Signature], TRUSTEE OR CUSTODIAN

**SCHEDULE C: STATEMENT OF ACTUAL, REASONABLE EXPENSE IN****SEARCHING FOR A NEW LOCATION—BUSINESS AND FARM OPERATION****INSTRUCTIONS:** Furnish the information indicated below and attach receipts.

NAME OF EMPLOYEE \_\_\_\_\_ IDENTIFICATION NO. \_\_\_\_\_

NOTE: Unless the agency determines that an additional amount is reasonable and necessary, reimbursement for search expense is limited to \$500.00.

\*To be completed in  
advance by agency

1. TRANSPORTATION: NUMBER OF MILES \_\_\_\_\_ X RATE PER MILE\* \_\_\_\_\_ = \_\_\_\_\_

2. NUMBER OF MEALS: \_\_\_\_\_ + NUMBER OF DAYS: \_\_\_\_\_ = \_\_\_\_\_

3. LODGING AT: \$ \_\_\_\_\_ PER NIGHT + NUMBER OF NIGHTS: \_\_\_\_\_ = \_\_\_\_\_

4. SEARCHING TIME: NUMBER OF HOURS \_\_\_\_\_ X RATE PER HOUR\* \_\_\_\_\_ = \_\_\_\_\_  
\*Employable at hourly rate of salary or earnings, not less than  
\$10.00 per hour.)

5. OTHER (Specify and attach receipts)

6. TOTAL SEARCHING EXPENSES CLAIMED (Line 1 through 5) \$ \_\_\_\_\_

7. ITINERARY (Name, place, mode of transportation, etc.)

SCHEDULE D: PAYMENT IN LIEU OF MOVING AND RELATED  
EXPENSE PAYMENTS -  
BUSINESS AND FARM OPERATION

An eligible displaced business or farm operation may elect to apply for a fixed payment in lieu of all the payments described in Schedules A, B, and C, provided that in the case of a business, the agency determines that the business cannot be relocated without a substantial loss of existing patronage and that the business is not a part of a commercial enterprise having at least one other establishment not being acquired and engaged in a similar business.

1. NAME OF CONCERNED

2. ADDRESS OF CONCERNED (Specify ZIP code)

3. TELEPHONE NO.

4. NAME OR NUMBER OF RECORD TAX RETURNED

5. EMPLOYER IDENTIFICATION  
NUMBER (IF NUMBER UNKNOWN,  
ON TAX RETURNED)

6. PRINCIPAL BUSINESS ACTIVITY REPORTED ON TAX RETURN

7. NAME AND ADDRESS OF OTHER ESTABLISHMENTS OPERATED BY OR AFFILIATED WITH THE BUSINESS  
(If "None", check "None")

7(a) NAME	7(b) ADDRESS (Specify ZIP code)	7(c) TYPE OF BUSINESS OR ACTIVITY
(1)	(1)	(1)
(2)	(2)	(2)
(3)	(3)	(3)

8. TAX RETURNS FILED WITH DISTRICT DIRECTOR OF INTERNAL REVENUE IN

8(a)	8(b) CITY	8(c) STATE	8(d)	8(e) CITY	8(f) STATE
18			19		

9. LISTING OF ATTACHMENTS SUPPORTING THIS PAYMENT

The displayed business or farm operation must complete the appropriate following table and attach supporting documentary proof of the amount claimed. (Net income must be established for two years and this amount is divided by 2 to obtain average)

6. INDIVIDUAL OR SOLE PROPRIETOR (Refers to IRT Form 1942)		REMARKS Individual or Sole Proprietor	RESERVED FOR AGENCY USE
18	19		
181 GROSS RECEIPTS OR GAINS SALES, LEYS, RETURNS AND ALLOWANCES	\$		
182 GROSS PROFIT			
183 NET PROFIT (or Loss)*			
184 SALARIES AND WAGES PAID TO MEMBERS OF OWNER'S FAMILY WHO ARE MEMBERS OF OWNER'S HOUSEHOLD, (List names below and amounts in dollars)			
185 NET EARNINGS (Total of Lines 182 plus 184)**	\$		
7. CORPORATION (Refers to IRT Forms 1120 and 1120-D)			
191 GROSS RECEIPTS OR GAINS SALES, LEYS, RETURNS AND ALLOWANCES	\$		
192 GROSS PROFIT			
193 NET PROFIT (or Loss)			
194 SALARIES AND WAGES PAID TO MEMBERS OF PRINCIPAL STOCKHOLDER'S FAMILY, WHO ARE MEMBERS OF HIS HOUSEHOLD #*			
195 NET EARNINGS (Total of Lines 192 plus 194)**	\$		
8. PARTNERSHIP (Refers to IRT Form 2065)			
196 GROSS RECEIPTS OR GAINS SALES, LEYS, RETURNS AND ALLOWANCES	\$		
197 TOTAL INCOME			
198 ORDINARY INCOME (or Loss)			
199 COMPENSATION OF PRINCIPAL PARTNERSHIP *			
200 SALARIES AND WAGES PAID TO MEMBERS OF PRINCIPAL PARTNER'S FAMILY WHO ARE MEMBERS OF PRINCIPAL PARTNER'S IMMEDIATE HOUSEHOLD #			
201 NET EARNINGS (Total of Lines 198 plus Lines plus 200)**	\$		

\*No deduction should be made for any compensation paid to owners.

\*\*Principal stockholder is one who owns 15% or more of the corporation.

\*\*\*A principal partner is one with a proprietary interest of 15% or more in the concern.

RESPONDENT STANDARD FORM 347 (7-70)  
GENERAL BUSINESS INFORMATION

APPENDIX N

COMPUTATION WORKSHEET		Resets Current Status
PROJECT  DATE  APPLICATION NUMBER	NAME AND ADDRESS OF APPLICANT	
<b>PART I - COMPUTATION OF REPLACEMENT HOUSING PAYMENT FOR ELIGIBLE HOMEOWNERS</b>		
1. Average sales price for a comparable decent, safe, and sanitary dwelling suitable for the applicant .....	\$ _____	
2. Acquisition payment received by the applicant for his acquired dwelling .....	\$ _____	
3. Item 1 minus Item 2 .....	\$ _____	
4. Amount, if any, of increased interest cost which the applicant is required to pay for financing the replacement dwelling .....	\$ _____	
5. Amount of reasonable expenses for title evidence, recording fees, and other closing costs incurred in connection with the purchase of the replacement dwelling .....	\$ _____	
6. Amount of Replacement Housing Payment, Item 3 plus Item 4 plus Item 5 (if the total exceeds \$15,000, enter \$15,000 as this is the limitation imposed by PL 97-646, Section 204) .....	\$ _____	
<b>PART II - COMPUTATION OF DOWN PAYMENT FOR TENANTS AND CERTAIN OTHERS</b>		
1. Cost of a comparable decent, safe, and sanitary dwelling for the applicant .....	\$ _____	
2. Amount necessary for down payment for conventional loan on dwelling of type referred to in Item 1 above .....	\$ _____	
3. Costs incidental to purchase - reasonable expenses for title evidence, recording fees, and other closing costs incurred in connection with purchase cost of replacement dwelling (See proposed SF 302) .....	\$ _____	
4. Total amount required by applicant to complete purchase, Item 2 plus Item 3 .....	\$ _____	
5. Item 4 less \$2,000 .....	\$ _____	
6. Amount of Item 5 divided by 2 .....	\$ _____	
7. Amount to be paid by Government (Item 6 plus \$2,000) not to exceed \$4,000 .....	\$ _____	
8. Amount to be contributed by applicant (Enter amount from Item 6 above) .....	\$ _____	
<p><b>NOTE:</b> The total amount of Items 7 and 8, above, must be applied toward down payment and incidental purchase costs of a replacement dwelling.</p>		

**PART III - COMPUTATION OF SUPPLEMENTAL RENTAL PAYMENTS  
FOR TENANTS AND CERTAIN OTHERS**

1. Average monthly rent paid by applicant (use the three-month period immediately prior to initiation of negotiations to determine monthly average figure) .....	\$ _____
2. Amount of rent applicant would have paid for last year ( $48 \times$ Item 1 above) .....	\$ _____
3. Determination of average monthly rent for new dwelling:	
a. Schedule method per month .....	\$ _____
b. Comparative method per month .....	\$ _____
c. Actual rental, if known (this figure should be used if less than schedule method) .....	\$ _____
4. Replacement rental required for last year ( $48 \times$ 3a, b, or c, above, divided upon amount of computation used) .....	\$ _____
5. Amount of supplemental rental payment due for the full last year (Item 4 less Item 2 not to exceed \$4,000) .....	\$ _____
6. Amount of first installment payment. If 1/4 of total sum due if more than \$1,000; if total amount is less than \$1,000 insert the entire amount as a lump sum payment) .....	\$ _____

APPENDIX O

REPORT OF INVESTIGATION		Form No. _____
PROJECT	NAME AND ADDRESS OF APPLICANT	
APPLICATION NUMBER		
AMOUNT OF APPLICATION		
<p>1. Investigation by an authorized representative of the _____ has established:</p> <p>a. Applicant was <input type="checkbox"/> owner <input type="checkbox"/> tenant <input type="checkbox"/> owner of tract and/or dwelling (house, apartment, mobile home, condominium, etc.)</p> <p>b. If owner of acquired dwelling, did applicant occupy dwelling at least 180 days prior to initiation of negotiations? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, did applicant occupy dwelling at least 90 days prior to initiation of negotiations? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. If owner of acquired dwelling, did the applicant purchase and occupy a decent, safe, and sanitary house within one year after moving from the acquired property or one year after receiving final payment for the acquired property, whichever date is later? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. If tenant of acquired dwelling, did the applicant actually occupy an adequate, decent, safe, and sanitary dwelling within one year after he vacated the acquired dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. Date tract acquired by the Government: _____</p> <p>f. Date applicant moved: _____</p> <p>g. Date applicant purchased or leased replacement dwelling, business or firm: _____</p> <p>h. Date applicant occupied <input type="checkbox"/> replacement dwelling <input type="checkbox"/> business <input type="checkbox"/> farm: _____</p> <p>i. Address of replacement site: _____</p> <p>j. Amount paid by Government for business or firm \$ _____ Did this amount include payment for dwelling unit? <input type="checkbox"/> Yes <input type="checkbox"/> No?</p> <p>k. Amount paid by Government for dwelling, or estimated by Government to be fair value of dwelling where dwelling is part of business or firm acquired: \$ _____</p> <p>l. Amount of rental paid by applicant for dwelling acquired by Government: \$ _____ per mo.</p> <p>m. If annual replacement housing rental payment, is applicant still residing in a decent, safe, and sanitary dwelling? <input type="checkbox"/> Yes <input type="checkbox"/> No Date of inspection: _____</p> <p>n. Purchase price \$ _____ or rental \$ _____ per mo. paid by applicant for replacement dwelling.</p>		

- a. Amount spent for rehabilitation, if necessary, on purchase of replacement dwelling to make it comparable, decent, safe, and sanitary: \$ \_\_\_\_\_
- b. If dwelling reserved, moved and rehabilitated, state total cost, i.e., amount paid Government for dwelling plus rehabilitation cost after moving, to make dwelling comparable, decent, safe, and sanitary: \$ \_\_\_\_\_
- c. Duplication:  will or  will not result from allowance of application.
- d. Applicant moved from tract as the result of acquisition of the tract by the Government for \_\_\_\_\_ project, or as a result of a written order from the Government to vacate said tract, dated \_\_\_\_\_
- e. The following distance which applicant moved is considered reasonable: \_\_\_\_\_
- f. Recommendations as to each item in the application and factual information to support the recommendations are contained in the Determination of Relocation Benefits attached hereto.
- g. Remarks:

APPENDIX P

DETERMINATION OF RELOCATION BENEFITS DUE APPLICANT	
PROJECT	NAME AND ADDRESS OF APPLICANT
APPLICATION NUMBER	
TRACT NUMBER	
<p>The following is a determination of relocation benefits due the above applicant under Public Law 91-604: (In cases where all benefits due cannot be paid at one time, such as in the case of annual rental payments, a record of payments will be set forth in the payment record at the end of this form.)</p>	
1. MOVING EXPENSES:	a. Actual Residential ..... \$ _____ b. Fixed Residential ..... \$ _____ c. Actual Business Moving ..... \$ _____ d. Actual Business Storage ..... \$ _____ e. Business Direct Loss ..... \$ _____ f. Actual Business Searching ..... \$ _____ g. Fixed Business ..... \$ _____ h. Actual Farm Moving ..... \$ _____ i. Farm Direct Loss ..... \$ _____ j. Actual Farm Storage ..... \$ _____ k. Actual Farm Searching ..... \$ _____ l. Fixed Farm ..... \$ _____ TOTAL (Sum of a thru l, as they apply) ..... \$ _____
2. REPLACEMENT HOUSING, HOMEOWNERS:	a. Additional Cost of House ..... \$ _____ b. Increased Interest ..... \$ _____ c. Closing Costs ..... \$ _____ TOTAL (Sum of a thru c, as they apply) ..... \$ _____
3. REPLACEMENT HOUSING, TEHOANTS:	e. Supplemental Rental Payment ..... \$ _____ f. Down Payment ..... \$ _____ TOTAL (Sum of e or f, as applied) ..... \$ _____
4. INCIDENTAL EXPENSES:	a. Recording Fee ..... \$ _____ b. Transfer Taxes ..... \$ _____ c. Preparation Costs ..... \$ _____ d. Promised Real Estate Taxes ..... \$ _____ TOTAL (Sum of a thru d, as they apply) ..... \$ _____

2. Sum approved for immediate payment (includes first rental installment) ..... \$.....
4. Sum approved for deferred payment (see note to Disbursing Officer below) ..... \$.....

REMARKS:

DATE	NAME AND TITLE	SIGNATURE

NOTE TO DISBURSING OFFICER:

The deferred payment under item 4, above, covers a usual supplement to be paid in installments as follows:  
 \$..... on....., \$..... on....., and  
 \$..... on....., upon receipt by Disbursing Officer of a sworn certificate that the applicant occupies a comfortable decent, safe, and sanitary dwelling.

PAYMENT RECORD			
DATE PAID	ITEM PAID	AMOUNT CLAIMED	AMOUNT PAID

APPENDIX Q

ANNUAL REPORT ON RELOCATION AND REAL PROPERTY ACQUISITION ACTIVITIES  
UNDER THE UNIFORM RELOCATION ASSISTANCE AND REAL PROPERTY ACQUISITION POLICIES ACT OF 1973

REPORT FOR FISCAL YEAR	PROGRAM	PROGRAM TITLE	IRCN
19			1227-GSA-AH

AGENCY (Department, Bureau, Office, Agency)

SECTION I - RELOCATION ASSISTANCE PAYMENTS AND EXPENSES			
	ITEM	NUMBER OF CLAIMS PAID (a)	AMOUNT PAID (b)
1	Payments for expenses of moving individuals and families	Actual expenses (Sec. 202(a))	\$
2		Fixed payment including dislocation allowance (Sec. 202(b))	
3	Payments for searching and moving expenses for displaced businesses, firms and non-profit organizations	Actual expenses (Sec. 202(a))	
4		Payment in Lieu of actual expenses (Sec. 202(c))	
5	Replacement housing payments for homeowners (Sec. 203)		
6	Rental assistance payments (Tenants and certain others) (Sec. 204(1))		
7	Down payment assistance (Tenants and certain others) (Sec. 204(2))		
8	Lost resort housing (Sec. 205(a))		
9	Subtotal (Sum of lines 1 thru 8)		
10	Administrative costs in carrying out relocation program (including cost of relocation advisory services provided under Section 205 of the Act)		
11	TOTAL (Sum of lines 9 and 10, column (b) only)		
12	TOTAL AMOUNT PAID FROM FEDERAL FUNDS THIS FISCAL YEAR		
13	TOTAL AMOUNT PROJECTED FOR NEXT FISCAL YEAR		
14	TOTAL AMOUNT PROJECTED FOR NEXT FISCAL YEAR TO BE PAID FROM FEDERAL FUNDS		\$

SECTION II - REAL PROPERTY ACQUISITION SETTLEMENTS COMPLETED

	ITEM	NUMBER OF PARCELS (a)	COMPENSATION PAID (b)
15	Acquired by negotiation(s)		\$
16	Acquired by condemnation(s)		
17	TOTAL (Sum of lines 15 and 16)		
18	TOTAL AMOUNT PAID FROM FEDERAL FUNDS		\$

*15/ Negotiated means include all leases required to be negotiated other than condemnation for reasons of price disagreement.*

*16/ Includes only leases condemned because of price disagreement.*

REMARKS

#### INSTRUCTIONS

**Section I - Relocation Assistance Payments and Expenses.** For each of the types of assistance or payments shown in lines 1 through 8, report the total number of claims paid in column (a) and the amounts thereof in column (b). Descriptions for lines 1 through 5 and 7 through 9 are considered adequate for completion without further instructions. For line 6, report total rental assistance claims paid including rental assistance to former homeowners who elect to rent in lieu of receiving a replacement housing payment authorized by Section 203 of the Act. In the case of claimants who elect to have their rental assistance payment in installments, the total amount of the rental assistance entitlement should be reported as paid during the reporting year in which the first installment is paid. In line 10, report the total amount of Administrative costs incurred in carrying out the relocation program including the cost of relocation assistance advisory services provided under Section 205 of the Act. Descriptions in lines 11 through 14 are considered to be adequate without further instructions.

**Section II - Real Property Acquisition Settlements Completed.** Report the number of parcels column (a) and the compensation paid column (b) for real property acquired and paid for during the reportable year. On line 15, report the total number of parcels and compensation paid for real property acquired by any method other than condemnation for reason of price disagreement. On line 16, report in the appropriate columns only tracts condemned because of price disagreement. Line descriptions for lines 17 and 18 are adequate for completion without further instructions. It is understood that this section will only include settlements completed. It excludes the reporting of parcels acquired by condemnation where settlements have not been completed. Such parcels should be reported when settlement has been completed.